

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-03**  
**Banking Procedures**

All university operating funds are to be deposited in a bank depository approved by the Board of Regents. The University Police Department is responsible for the transportation of all deposits to the bank. Each cashier prepares a deposit for the day's transactions at that station. The deposit, along with any necessary change request, is placed in a locked bank bag. The Vending department deposits are carried directly by University Police to the bank.

The officer obtains the bags from the Bursar's office and takes them to the bank. The University Bursar representative opens the bag and witnesses the counting of cash. The teller completes all SHSU transactions, locks each bag and gives the bags to the police officer. The officer returns the locked bags to the Bursar's office. At no time is the officer allowed to accept an unlocked bag or a key to a bag. During registration at least one police officer is present at all times near the Bursar areas. The above procedures for deposits also apply to registration deposits.

Reviewed by: Paige Smith - Controller – 3/15/2010

Next review: 3/15/2011