

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 their station. The deposit, along with any necessary change request, is placed in a locked bank bag or tamper proof bag. Raven Nest deposits are carried directly by University Police to the bank. Departments not located on the main SHSU campus should prepare their deposit daily and have UPD provide an escort to the bank to make the deposit.

Procedure

The officer obtains the bags from the Cashier's office or off campus department and takes them to the bank along with a SHSU representative. The University 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 Cashier's office or appropriate department. At no time is the officer allowed to accept an unlocked bag or a key to a bag.

Reviewed by: Lenora C Chapman, Associate Vice President, Financial Planning and Budget

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