No. 3600

Policy Effective Date: 6/20/1989
Last Revision Date: 10/3/2007
Policy Owner: Dwight Shelton
Policy Author: (Contact Person) Savita Sharma
Affected Parties: Faculty Staff

1.0 Purpose
Many departments collect money; this policy is directed to those departments involved in any way in a funds collection/handling effort.

2.0 Policy
Any department involved in a funds handling effort must use sound business practices when taking cash, making deposits, etc. Refer to Virginia Tech's recommended guidelines at https://www.bursar.vt.edu/employees.html#select=2 and click on Funds Handling Policy. These guidelines must be followed unless the Office of the University Bursar grants an exception.

3.0 Procedures
For further information, refer to Funds Handling Policy (www.bursar.vt.edu/fundhandling).

4.0 Definitions

5.0 References
Bursar’s Office Policy, Funds Handling
https://www.bursar.vt.edu/content/dam/docs/funds_handling_policy.pdf

6.0 Approval and Revisions
Revision 0
Approved June 20, 1989, by University Bursar, Mary K. Thompson.

- Revision 1
  Policy 3610, Handling State and Local Funds, was combined with and replaced this policy as a result of changes and revisions.
  Approved March 18, 1991, by University Bursar, Mary K. Thompson.

- Revision 2
  - Section 2.0, information added about only written permission allows deviation from this policy;
  - Section 3.2.1, information changed about preparing deposit ticket;
  - Section 3.4, person preparing reconciliation must sign it;
• Section 3.7, information added about fund custodians and added department head having outstanding petty cash balance to rejection reasons.
• Section 3.10 added.
  Approved March 11, 1992, by University Bursar, Mary K. Thompson.

• Revision 3
  ▪ Section 2.0 changed by referring departments to the University Bursar web site to view guidelines on fund handling.
  ▪ Section 3.0 was moved to the University Bursar web site, and a link was added to that web site.
  Approved June 17, 1999, by Vice President for Finance and Treasurer, Raymond D. Smoot, Jr.

• Technical Correction October 3, 2007
  ▪ Update links under Policy and Procedures sections
  ▪ Change Funds Handling Guidelines to Funds Handling Policy under the Policy and Procedures sections