



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 2, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 21-07

Memo FY 21-07 Supersedes VPBA Memo FY 20-07

Distributed via Campus E-mail

To: Faculty, Staff, and Students

From: Cynthia Carter-Horn 
Senior Vice President for Business Affairs

Re: Collection of Funds/Cash Handling

Prairie View A&M University has established cash collection procedures that must be followed by all faculty, staff, and students to ensure we comply with all laws, policies, rules, and regulations. **No person or department should be collecting funds for the University without having the required cash handling training provided by Treasury Services and no department should be collecting credit card information from anyone at any time without proper approval and without completion of the PCI training course 11013 in TrainTraq.** No faculty, staff, or student should be collecting cash from any student or customer without written approval from the Associate Vice President for Financial Management Services and without an approved working fund. An approved working fund must be requested by any department collecting cash to be used to issue the proper change to the customer.

Cash Handling policies and procedures are also available at <http://www.pvamu.edu/fmsv/wp-content/uploads/sites/37/Cash-handling-presentation-revised-1.ppt>. If you have questions regarding this information, please contact Ms. Equilla Jackson at eqjackson@pvamu.edu or 936-261-1941.

xc: Ms. Equilla Jackson

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