

Cash Handling Training – Frequently Asked Questions (FAQs)

1. Q: Who should receive Cash Handling Training?

A: Any department that receives funds for the University must receive training from Treasury Services before accepting funds.

2. Q: Can students handle funds?

A: Funds should **not** be handled at any time by any student that is not a full time university employee. This includes both collection and deposit of funds.

3. Q: When should funds received by the department be turned in to the Cashiers office?

A: According to section 51.003 of the Texas Education codes and system policy 21.01.02 section 4.1, all funds received by the department must be turned in to the Cashiers office **within 3 business days** of receipt of funds or **within 1 business day** when funds collected reaches **\$200.00** whichever comes first.

4. Q: Where do we keep our funds until deposited?

A: Until deposit is made funds must be kept in a locked place (safe, lock box...etc) at all times with limited access. Only the responsible person or designee should have access to these funds.

5. Q: Should standards receipts be purchased prior to fund collection?

A: Official cash receipts are issued by Treasury Services Dept and are the only receipts to be used by departments that have been approved to collect funds on site.

To schedule training and find out more information on cash handling please visit

<http://www.pvamu.edu/pages/4512.asp>

6. Q. Do I need a working fund if I am collecting cash?

A. Any department collecting cash should have an approved working fund to administer the proper change to a customer. Requests for working funds should be submitted to the Associate Vice President for Financial Management Services through the Director of Treasury Services.

7. Q. How can I determine if all funds have been collected for a particular event?

A. All departments must develop an inventory system for proper checks and/or balances and for prevention of possible theft. I.E. If tickets are being sold, all tickets must have a unique number to determine how many tickets are sold and how funds should be collected.

8. Q. Is training required annually?

A. Yes, please contact the Director of Treasury Services at 936-261-1941 or at stuar@pvamu.edu to sign up for training.