

Unit Cash Handling Procedures - Sample Template (PDF) Instructions

Updated 9/2023

Cash-handling units should use this template to provide the unit's cash handling procedures to their campus University Bursar Cashier Operations office. Contact your campus [Cashier Operations](#) office with questions.

Please Note: The Unit Cash Handling Procedures - Sample Template contains interactive fields and functions best when downloaded for offline use with Adobe Reader/Acrobat. MAC users should install Adobe Reader for Macintosh, and then download the template.

Section 1: Last Updated & Approved by Information

Last Updated: Enter the date that the procedures were most recently updated.

Approved by: Enter the name of the supervisor/department head who has approved the unit's procedures.

Section 2: Department Information

Name: Enter the unit's department name.

Physical Address: Enter the department's address.

Mail Code: Enter the department's campus mail code.

Section 3: Primary Contact Information

UIN: Enter the primary contact's UIN.

First Name: Enter the primary contact's first name.

Last Name: Enter the primary contact's last name.

Email: Enter the primary contact's e-mail address in full, such as jdoe1@illinois.edu.

Phone Number: Enter the primary contact's 10-digit phone number, such as "(nnn) nnn-nnnn."

Section 4: Backup Contact Information

UIN: Enter the backup contact's UIN.

First Name: Enter the backup contact's first name.

Last Name: Enter the backup contact's last name.

Email: Enter the backup contact's e-mail address in full, such as jdoe1@illinois.edu.

Phone Number: Enter the backup contact's 10-digit phone number, such as "(nnn) nnn-nnnn."

Section 5: Department Head Information

UIN: Enter the department head's UIN.

First Name: Enter the department head's first name.

Last Name: Enter the department head's last name.

Email: Enter the department head's e-mail address in full, such as jdoe1@illinois.edu.

Phone Number: Enter the department head's 10-digit phone number, such as "(nnn) nnn-nnnn."

Section 6: Additional Contact Information

Provide the name(s) of any other staff in your unit who handle cash/check(s).

Section 7: Cash Handling Questions

Select the radio button next to "Yes" or "No" to answer the questions.

Section 8: Reason for collecting funds

Enter the reason the unit collects funds.

Section 9: Segregation of Duties & Depositing of funds

Provide the full name in the textbox next to each individual who handles each duty.

Section 10: Transport Method

Select the transportation method used by the cash handling unit from the drop-down menu.

Section 11: Safekeeping

Describe where/how funds are kept for safekeeping.

Section 12: Additional Information

This section can be used to enter any additional information that may not have been captured in the previous sections as well as any policy exceptions the unit may have.

Section 13: Certification

The unit department head should review the document and select the checkbox certifying the information entered is accurate and in practice at this time. In addition, the department head must provide their digital signature.