

OFFICIAL CAMPUS CASH COLLECTION POINTS (CCCP) Request and Authorization

The department noted below requests that it be approved as a Campus Cash Collection Point (CCCP) for cash and cash equivalents received as necessary to meet department needs and provide campus services. No campus collection point can accept cash unless it can meet the custody and control policies regarding university assets.

Department Name _____ **Department Manager** _____

Department ID(s) _____ **Phone Number** _____

Justification for this request (Explain how this CCCP request benefits the University. Add a page if needed)

This department will accept:	Cash equivalents only Checks, money orders, etc.	Currency and coin Must meet ICSUAM Custody and Control Policy	Debit/Credit Cards Must meet ICSUAM and PCI Compliance Policy
-------------------------------------	--	--	--

This department will require _____ **endorsement stamps to meet the control requirements for cash equivalents.**

Cash or cash equivalents will be kept in: Safe/Vault Locked, fireproof cabinet Other: _____

REQUEST OF DEPARTMENT MANAGER

I have read and understand the Official Campus Cash Collection Point (CCCP) Policy Procedures as noted on page two (2) and will require all staff to receive mandated training.

Department Manager: _____
Name _____ Signature _____ Date _____

College ARM/Fiscal Officer: _____
Name _____ Signature _____ Date _____

ACCEPTANCE BY DEPARTMENT MANAGER

As the manager of the above identified department, I have received training and understand the requirements for maintaining a Campus cash Collection Point (CCCP).

Department Manager: _____
Name _____ Signature _____ Date _____

STATEMENT OF TRAINING AND COMPLIANCE

I certify that the above manager and staff have been trained on the policy and associated procedures required for an Official Campus Cash Collection Point (CCCP). This location meets the custody and control policies regarding university assets.

Mgr, Student Financial Svcs: _____
Name _____ Signature _____ Date _____

APPROVAL

I approve this Campus Cash Collection Point as reasonable and necessary for the department's operations.

Accounting Director: _____
Name _____ Signature _____ Date _____

AVP, Admin/Finance: _____
Name _____ Signature _____ Date _____

Chief Financial Officer: _____
Name _____ Signature _____ Date _____

Official Campus Cash Collection Point (CCCP) Policy

The Chief Financial Officer or his/her designee can authorize an official Campus Cash Collection Point (CCCP). The procedures established for the request and authorization for official campus cash collection points are detailed in ICSUAM Sections 3101, 3102, and 3103. After approval, all CCCP Departments will establish and provide Student Financial Services, if requested, their procedures to ensure that all CSU policies are met.

QUALIFICATIONS

- › Initial training for the department manager and other staff will be provided by Student Financial Services (SFS).
 - As needed, further training can be provided by the department or requested from SFS.
- › The approved CCCP must establish procedures, in writing, documenting the department's following internal policies:
 - Cash equivalents (checks, money orders, travelers checks, etc.) received within the department or by mail must:
 - Be verified, processed and restrictively endorsed by the close of business on the date of receipt. Endorsement stamps can be requested from SFS. (The charge will be assigned to the department)
 - Be payable to: "California State University", "The Trustees of California State University", the campus name or reasonable variations thereof.
 - Contain all legally required elements including:
 - Dating no earlier than 180 days prior to the day of acceptance (unless a shorter time period is clearly marked on the face of the check) and no later than the day of acceptance.
 - Legible and consistent amounts, both the numeric and written.
 - Valid signature by the account holder.
 - NOT bear the legend "Payable/Paid in Full" and are not to be accepted.
 - NOT be drawn on foreign bank accounts and are not to be accepted
 - Be given to SFS Cashiers' Office if they are not payable to the campus. The transfer must be documented.
- › If approved for the collection of cash (currency or coin), a pre-numbered, multiple-part **Cash** Receipt is used if there is no cash register or point of sale terminal.
 - When it is not practical to process a receipt, other mitigating controls are implemented, such as pre-numbering of tickets, ticket inventory reconciliations, and ticket count reconciliations against cash collected.
 - If the original receipt is lost, destroyed or otherwise unavailable, a duplicate receipt can be issued that contains all of the elements of the original receipt and is clearly marked "duplicate", "copy" or some other designation that indicates that this item is not the original document.
 - Receipt stock is kept secured, inventoried and regularly reviewed to prevent and detect alteration.

PHYSICAL SECURITY

- › Approved CCCP are responsible for the security of received cash and cash equivalents and are required to deposit cash (if approved) and cash equivalents with the SFS Cashiers' Office **at least weekly or whenever collections exceed \$500**.
- › At the close of business, all cash and cash equivalents must be endorsed and secured in a safe, vault, fire proof cabinet or locked storage device. The CCCP must ensure:
 - The device's access is given only to authorized personnel and records maintained as to who has access to the device.
 - A safe's combination is changed whenever a person who knows the combination leaves the employ of a cash handling unit.
 - Documentation must be maintained showing the date and the reason for the combination changes.

DEPARTMENTAL DEPOSITS AND TRANSFERS OF RECEIVED FUNDS

- › Collections (transactions) deposited at the Cashiers' Office:
 - While in transit between official CCCP and the Cashiers' Office must be transported jointly by at least two employees.
 - When deposits exceed \$2,500, employees shall be escorted by campus police.
 - The CCCP must be able to reconstruct transmitted deposits if necessary.
 - Use of hard or electronic scans of cash equivalents is recommended.
 - The CCCP must maintain a log, initialed by the Cashiers' Office, documenting receipt.
 - The Cashiers' Office records each deposit to a chartfield or student account identified by an official CCCP.
- › Most cash and cash equivalent transfers between official CCCP and the Cashiers' Office are immediately verified.
 - Transfers received and not immediately validated are subject to verification.
 - The CCCP must provide documentation of accountability maintained by category (i.e., currency, checks and other forms of payment).
 - Documentation is provided back to an official CCCP confirming the amount of the deposit received after a count of **cash** under dual control is conducted.
- › If a cash equivalent has been returned by the receiving bank, the returned item will be provided to the CPPP and the amount is reversed from the department account that it was deposited to.
- › If counterfeit cash is identified by the Cashiers' Office, the amount is reversed from the department account that it was deposited to. Cashier's Office will file a police report with the University Police Department.

I have read this page (initial)