



## Department Cash Handling Security Policy

**Instructions:** Complete the fields below. The purpose of this policy is to detail how your department will ensure the safety and security of cash, checks, and credit card information – such as numbers and expiration dates – from internal or external unauthorized users. Once complete and signed, attach this form to the Departmental Cash Handling Request Form and send to Asst. Vice President of Financial Services and University Bursar via campus mail.

REQUEST DETAILS		
1. Department/Division Name:		
2. Select the type of payment(s) your department will accept on behalf of UTSA (check all that apply):	Currency:	
	Check:	
	Credit Card:	
3. How often will your department accept the payment method(s) above? Is this for a one-time or ongoing event?	One-time Event:	
	On-going:	
4. Describe the reason for accepting payments. For example, seminar series.		
5. Select the method in which your department will accept payments (check all that apply):	In-person:	
	By-mail:	
	By-phone:	
	Online (e-commerce):	
6. Describe where physical documents gathered for this payment process will be stored?		
<b>*NOTE: Physical documents must be kept in a locked area or cabinet.</b>		
7. Enter the employee name(s) and job titles who will have the access to this secured location or who will be handling cash in your department.		
NAME	JOB TITLE	



**AUTHORIZATION SIGNATURES**

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**FINANCIAL SERVICES OFFICE USE ONLY**

Approved By Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_