Policy: Cash handling

Purpose
To inform staff of the requirements for the safe handling of cash received by the University.

Overview
Principles for the safe handling of cash by the University.

Scope
This Policy applies across the University.

Policy Statement

Principles
1. The University aims to minimise cash handling thus ensuring a safer working environment and efficient business processes
2. Wherever possible, electronic payment and receipting facilities should be used.
3. All cash collections must be transported to the bank by the Approved ANU Cash Collection service as soon as possible after receipt.