



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 minimises the usage of cash to ensure a safe and efficient working environment. Wherever possible, electronic payment and receipting facilities are used.
2. The University provides the option for business areas to maintain a petty cash and change floats (cash) in accordance with the [Cash Handling procedure](#).
3. The nominated custodian of cash is responsible for ensuring:
 - a. Physical security of the cash;
 - b. Funds are used for University business purposes only; and
 - c. Adequate records and receipts are maintained for all payments.
4. Cash balances are reconciled and replenished every four (4) weeks at a minimum. Balances above AUD 200 require reconciliation and replenishment every two (2) weeks.
5. The number of staff involved in cash handling are kept to a minimum with no more than three (3) staff members unless a business case is made outlining the reasons for the different arrangement.

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