

Reviewed November 2010

Policy

1. Purpose

To outline procedures for handling offices with a safe to protect funds collected.

Procedure:

A: Secure Area: The safe should be placed in a secured area with limited access.

B: Knowledge of the combination to be Limited – Combinations are to be given to supervisory and authorized personnel required to have access to the safe.

C: Not to Be Written Down – Combinations are to be memorized and are not to be written down.

D: Care in Using – safes are to be opened in such a manner that other persons cannot observe and determine the combination.

E: Changing the Combination – When a person knowing the combination is no longer to have access to the safe, the person leaves the University or Department, the combination should be changed immediately. In addition, the combination must be changed at least once every two (2) years.

G: Each Department – Each department having a combination safe must establish and maintain a record of each person given the combination, dates the combination was last changed and the reason the combination was changed.