

## **POLICY REGARDING CASH HANDLING**

Employees charged with the handling of University monies within their job descriptions are responsible for the prompt and accurate recording and security of those monies as outlined in established cash handling procedures. Corrective action will be taken when mishandling or misappropriation of monies occurs.

After investigation, any of the following corrective actions may occur:

- Written warning
- Suspension without pay
- Other action as may be appropriate

The immediate supervisor of employees responsible for University monies shall be accountable for those employees' compliance in the proper safekeeping of University funds. Should corrective action by the supervisor of employees not occur relevant to this policy, and it is determined that the supervisor has not taken necessary measures to ensure that the employees meet the required standards of performance, the supervisor shall receive written notice of failure to carry out supervisory responsibilities.