

FRESNO STATE PROGRAMS FOR CHILDREN, INC.
Check Handling Policy and Procedures

Policy

This policy outlines the rules and procedures of the Fresno State Programs for Children, Inc. (PFC) for the proper handling of payments made by check. The purpose is to insure the maintenance of adequate controls over the handling and transfer of checks received.

Staff who receive and/or deposit checks must properly safeguard the checks, deposit it timely into the appropriate accounts, and properly record the transaction. This policy applies to all employees who handle checks during the processing of any transaction, or who retain, store and/or safeguard checks prior to its deposit. These rules and procedures are intended to maximize cash flow and aid in preventing and/or detecting check loss.

Procedures

For all cash receipts:

1. All checks received must be recorded on a pre-numbered check receipt form. Cash may not be accepted.
2. Checks received must be deposited intact and expenses must not be paid from cash receipts. All checks must be restrictively endorsed, i.e. for deposit only to the Fresno State Programs for Children, Inc., immediately upon receipt.
3. Check funds must not be left unattended. Check funds must be stored in a cash box within a safe or locked cabinet, to which access is restricted, preferably to the cashier or person transacting the sale.
4. Check payments must be deposited in a timely manner. Undeposited check payments must be secured in a safe or locked cabinet until they are transferred to an authorized Auxiliary Services drop off location. Check payments should not be sent via campus mail or postal mail.
5. Site managers must implement adequate segregation of duties and restricted access to cash handling areas, to the extent possible, to ensure the safeguarding of checks.

Additional procedures

For sites utilizing pre-numbered check receipt forms:

- a. The check receipt form must be completed for each transaction at the time of the transaction.
- b. Checks should be deposited on a daily basis. .