



One University. One World. Yours.

| | |
|--------------------|--|
| Name: | Cash and Credit – Cash Floats, Coin, and Change |
| Policy Number: | 4-5003 |
| Origin: | Financial Services |
| Approved: | 30 September 2007 |
| Issuing Authority: | Director, Financial Services |
| Responsibility: | Manager, Treasury |
| Effective Date | 30 September 2007 |
| Revision Date(s): | n/a |
| Supersedes: | Cash and Credit: Change (\$), Index A-4 |

Cash Floats – In some instances administrative departments with regular sales operations may require a cash float. Authorization from the Director of Financial Services is required. The Department Head / Manager is responsible to for the safeguarding, accounting, and reporting of the float.

Coin – In some instances administrative departments with regular sales operations may require replenishment of their supply of coin. Those departments authorized by the Director, Financial Services, to maintain a cash float may request replenishment of their coin supply from Financial Services. Financial Services will add the cost of the coin to the department's cash float.

Change - Financial Services does not make change for employees. Change machines are installed near vending machines in the outer lobby of the Library and in the Student Union Building.