



## University of Notre Dame Cash Policies

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A. All payments received must be processed for deposit within 24 hours of receipt.

Methods of deposit are as follows:

- Authorized Brinks pickup
- Deposit to NDFCU (LaFortune or Douglas Branch)
- Deposit to Treasury Services or Controller Office (checks only)

B. University personnel may not open an account with a financial institution under the University's name and tax ID number to conduct University business. Personnel should follow existing procedures to conduct business and contact Treasury Services should special circumstances arise.

C. Cash on Hand

There are three types of Cash on Hand accounts:

1. Petty Cash
2. Permanent Cash Box
3. Event Cash

The Petty Cash account is for small dollar departmental purchases that can not be handled via other campus approved methods, such as a ProCard. The department completes a Request for Petty Cash Fund. It must be signed by the petty cash custodian and the custodian's supervisor. The form requests the department document the intended use of the funds and includes a compliance agreement. The form is returned to Accounting & Financial Services for approval and assignment of a GL cash fund account number (999999-58050-xxxxx-99). Once approved and assigned an account number, the department receives the Petty Cash Policy and Procedures, the Request for Petty Cash Replenishment form, and the Event Cash Advance Form completed with their departmental information. Accounting & Financial Services updates the Event Cash and Petty Cash Authorized Persons List. This list is e-mailed to Notre Dame Federal Credit Union notifying them that the custodian and supervisor are approved to pickup the funds. The Event Cash Advance Form is a one time approval to pick up the initial cash and the Petty Cash Replenishment form is for the department to use on an ongoing basis.

The Permanent Cash Box is used for the purpose of making change for ongoing business in a department. The department completes a Request for Cash on Hand Fund form. The form is

returned to Accounting & Financial for approval and assignment of a GL cash fund account number (999999-58050-xxxxx-99). Once approved and a number is assigned the department receives the Event Cash Advance Form completed with their departmental information. Accounting & Financial Services updates the Event Cash Authorized Persons List. This list is e-mailed to Notre Dame Federal Credit Union notifying them that the custodian and supervisor are approved to pickup their funds. The Event Cash Advance Form is a one time approval to pick up the initial cash.

Event Cash is issued to faculty, staff and students conducting University business for purposes of making change in connection with a specific event. These advances are charged directly against the University departmental account indicated on the form and are expected to be cleared on a timely basis after each event. Cash advances are cleared by depositing all cash proceeds from an event and crediting the same account against which the advance was charged. Accounting & Financial Services updates the Event Cash Authorized Persons List. This list is e-mailed to Notre Dame Federal Credit Union notifying them that the custodian and supervisor are approved to pickup their funds. The list identifies those authorized for a one-time event cash disbursement and Rector that are authorized for recurring event cash disbursements.