



UC San Diego

Policy & Procedure Manual

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USE OF UNIVERSITY PROPERTIES

Section: 510-5 APPENDIX I

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APPENDIX I: CASH-HANDLING PROCEDURES FOR SUPPORT GROUPS

All support groups with accounts maintained by the University or the Campus Foundation shall comply with the [Policy for Handling Cash and Cash Equivalents \(BUS 49\)](#).

Each support group that maintains an account with any form of financial intermediary (i.e., an account other than a University- or Campus Foundation-managed agency account) shall conform to the following provisions:

1. Maintain written evidence of approval from the Chancellor (or designee) to hold a specific account.
2. Obtain and maintain its own taxpayer identification number.
3. For non-tax-exempt organizations using an outside bank account, establish only a single demand-deposit (i.e., checking) account.
4. For tax-exempt organizations, limit outside bank accounts to two demand-deposit (i.e., checking) accounts at a single financial institution, one exclusively for membership dues transactions, if appropriate; the second for receipt of gifts and non-membership related transactions. Savings, money market or equivalent accounts in the same institution are permissible so long as: (a) the principal is not put at risk (e.g., an account must be insured); and (b) the funds are not invested for a fixed duration that would interfere with meeting the transfer requirements. Gift funds must be transferred to the University or to the Campus Foundation according to the schedule set out in the Administrative Guidelines for Support Groups (Sections IV.A.4 and IV.A.9).
5. Maintain a written record of authorized check signers. Such authorizations shall be approved by the governing board (if any), and any changes to the list of authorized signers shall be made on a timely basis.
6. Assure that bank statements are delivered directly by the bank to an identified individual who is not an authorized check signer or who does not prepare checks for signature, and who is responsible for promptly reconciling the account each month.
7. Assure that the monthly bank reconciliation statement is reviewed on a timely basis by an individual who accepts ultimate responsibility for the organization's funds.
8. Establish written cash receipting and depositing procedures.
9. Require two signatures on all checks in excess of \$1,000.
10. Establish a mechanism to recognize in a timely manner when accumulated cash meets the requirement for transfer to the University.