





## Safeguarding

- All forms of cash and cash equivalents must be protected from fire and theft through the use of safes or vaults, locked cash drawers or registers, cashier cage, or locked metal boxes.
- Cash pick-ups and transfers by University employees should not conform to any regular time or day of the week schedule. Such transfers should be irregular with times known only to a select few.
  1. Counterfeit Currency - All authorized cash handling units are responsible for exercising reasonable care in screening cash transactions for counterfeit currency through the use of pens, machines, and visual screening. Report all questionable bills to the LSU Police Department.
  2. Transfer of Accountability – If the deposit is not being transported by the individual preparing the deposit, transfer of accountability must be recorded in a departmental log. This would include, name, date, time, and amount, etc.
  3. Report Losses –