Cash Handling Checklist

Log Cash

Access restricted to

Lock Cash

Prepare Currency

CASHNet.com

Deposit Cash

- Maintain records sequentially
- Segregate duties
- appropriate personnel
- Separate bills and coin for deposit

- Deposit ASAP
- Hand deliver to bank, NOT ID mail
- Coordinate with DPS for escort

Check Handling Checklist

Payable to SU

Endorse

Lock Checks

CASHNet.com

Deposit Check

- Ensure check is payable to "Stanford University"
- Review for valid date, correct amount, complete payer information

 Endorse immediately with "For Deposit Only to Stanford University

 Access restricted to appropriate personnel

- Deposit ASAP
- Hand deliver to bank, NOT ID mail
- Coordinate with DPS for escort