



**SAINT LOUIS**  
UNIVERSITY™

Student Involvement Center  
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20 N. Grand Blvd., Suite 319  
St. Louis, MO 63103

## **Cash Handling Guidelines**

When collecting money for organizational purpose, i.e. *membership dues, ticket or event sales, fundraising, or selling of items*; please use the following guidelines:

### **Cash and checks**

Please make sure all checks are payable to Saint Louis University. Verify the written amount on check agrees with the numerical amount. Do not accept stale dated or postdated checks. The university will only accept US currency.

### **Timeliness of deposits**

All the money for deposit should be submitted to your organization's financial administrator within 24 hours of receipt. Please make every effort to limit the amount of coins (the on-campus bank assist with coin to dollar currency transition), when depositing cash.

### **Security and Safekeeping**

All cash and checks should be stored in a secure on campus location. Access to secure storage and combinations to secure storage should be limited to designated personnel only and a list should be maintained of those individuals and their respective access.