

APPENDIX B - WORKING (CHANGE) FUNDS POLICY

A working (or change) fund may be established if it can be demonstrated that a department needs cash on hand to make change during the process of a sales transaction.

Process to establish a working cash fund:

The establishment of a working cash fund must be specifically approved by the Cashier's Office.

To request a working fund, submit a cash voucher form to the Cashier's Office with the signatures of the requestor, supervisor, and departmental cost center approver. If the Cashier's Office approves, the funds will be issued to the department. Once per month, the Cashiers will submit the cash vouchers to be recorded in the Financial Management System.

For both temporary (i.e., to make change at an event) and permanent working funds, fill out a cash voucher signed by the departmental authority and by the individual who will be collecting the cash. There should be two separate individuals signing.

The cash withdrawn by the department will be posted to 10-10008-000-000000-XXXXX-001-0000-0000-0. Note that natural account 10008-Cash Change Funds is an asset account and will not appear on account analysis reports that display only revenue and expenses. XXXXX represents the organization number. Make sure that this account code is provided in full.

If the amount requested is larger than \$2,500 or if specific denominations are required, contact the Cashiers Office in advance either at 766-2313 or at cashiers@uwyo.edu to verify that the cash is available.

The requestor listed on the cash voucher form must present a photo ID and the printed voucher to pick up funds from the Cashier's Office. University ID is acceptable.

Cash Advance Voucher Forms are available at https://www.uwyo.edu/fsbo/_files/docs/cash-voucher-template.xlsx .

Process to return a working cash fund:

When the department no longer needs the working funds the funds should be deposited at the cashier's office back to the same general ledger code that the funds were drawn on 10-10008-000-000000-XXXXX-001-0000-0000-0.

By taking out a working fund, the department agrees to the following:

- To count, verify and document the funds at the beginning of each day
- At the end of each day the working fund should be reconciled to sales receipts and documented.
- The working fund amount is kept in the department cash register/change box or safe.

A working fund should never need to be replenished by the Cashier's Office, as its only purpose is to make change.

APPENDIX C - OTHER FINANCIAL POLICIES

Building/Office Key Charges

Department heads and directors may require employees in possession of keys to University buildings and offices to pay for lost keys upon termination. Key charges may be assessed per the stated minimum and maximum amounts in the most recent copy of the University Fee Book.

Key charges must be included on the terminated employee's termination form with the Payroll Office.

Personal Use of Copiers and Other Office Equipment

University computers, copy machines, fax machines and other office equipment are to be used for University business only. If departmental copy or fax machines are used for personal business of employees or students, departments should charge the established per copy rate. Established minimum and maximum rates can be found in the most recent copy of the University Fee Book. <https://www.uwyo.edu/administration/financial-affairs/feebook/>. Funds collected for personal use of University equipment must be deposited intact at the Cashier's Office.

Electronic Payments Out of a University Bank Account

Automated Clearing House (ACH) payments may only be initiated by the University's Accounting Office using the bank's customer portal, which enhances the security of the transaction by the layered security features offered by these interfaces. Authorized signors will not initiate ACH payments in person at any bank branch except in limited cases. In those limited cases that an ACH would need to be initiated in-person at a bank branch, the Deputy Vice President for Budget and Finance or the Associate Vice President for Finance will accompany one of the authorized Accounting Office Personnel.

Wire transactions will only be initiated by authorized individuals within the Accounting Office by delivery of a letter which shall include wire details to the bank. Once in receipt of this letter, the bank will confirm the wire and amount with another authorized individual within the Accounting Office.

Wire transactions for investing purposes will only be initiated by the authorized individuals within Financial Affairs on the bank's customer portal to take advantage of the layered security features offered in these interfaces. In the case that UW's operating bank is not accessible due to technical difficulties, the steps required to initiate a wire transaction for operating purposes listed in the previous paragraph will be followed.

The overnight cash institution is only authorized to wire funds to UW's operating bank account. Wires out of the overnight cash institution are deposited directly into the general fund bank account. In the case the online customer portal for overnight cash is not accessible due to technical difficulties; the Financial Affairs personnel may call the overnight cash institution to initiate the wire transaction into the general fund bank account.

The University of Wyoming Accounting Office maintains a listing of recurring wires that occur either monthly or several times per year to increase control and monitoring of these transactions. These recurring wire transactions will only be initiated by the authorized individuals within the Accounting Office on the bank's customer portal, so that that enhanced layered security features offered by the interface are utilized. In the case that a recurring wire transaction would need to be initiated in-person at a bank branch, the Deputy Vice President for Budget and Finance or the Associate Vice President for Finance will accompany one of the authorized individuals within the Accounting Office.

Responsible Division/Unit: Budget and Finance Division

Links:

Associated Regulations, Policies, and Forms: [Receipt and Handling of University Funds Standard Administrative Policy and Procedure \(SAPP\)](#)