

# *Self-Assessment*

## CASH HANDLING

1. Is there adequate segregation of duties in the cash handling process? Is the process designed where no one person can control it from beginning to end?
2. Are cash receipts over a \$100/day deposited within 24 hours? Are deposits less than \$100/day deposited within 5 days or earlier if the total of deposits exceeds \$100?
3. Are checks received endorsed immediately upon receipt?
4. Are monies adequately secured prior to deposit?
5. Are periodic surprise cash counts performed by management on petty cash and change funds?

### *Resources:*

[Preparation and Transmittal of Departmental Deposits - Norman Campus](#)

[University Cash Handling Policies - Norman Campus](#)