



CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Cash Receipts and Deposits
Policy Number: 2004 **Functional Area:** Finance (2000)

Date Submitted: September 3, 2019

Proposed Action: Approve Update

Brief Description: The purpose of this policy shall be to establish the guidelines for cash receipts and deposits at the University of Colorado Denver | Anschutz Medical Campus. It shall be the responsibility of all University employees to ensure compliance with this policy.

Desired Effective Date: April 1, 2022

Last Official Review: March 22, 2021

Reviewing Office: Executive Vice Chancellor for Administration and Finance | CFO, University of Colorado Anschutz Medical Campus
Vice Chancellor for Finance and Business Operations | CFO, University of Colorado Denver

Responsible Officer: Associate Vice Chancellor – Financial Services & Controller

Policy Contact: Associate Vice Chancellor – Financial Services & Controller

Applies to: CU Anschutz Medical Campus
CU Denver Campus

Reason for Policy: The purpose of this policy shall be to establish the guidelines for cash receipts and deposits at the University of Colorado Denver | Anschutz Medical Campus. It shall be the responsibility of all University employees to ensure compliance with this policy.

I. REASON FOR PROPOSED ACTION AND SUMMARY OF CHANGES

Provide a brief justification for the action and summary of changes.

Changes included:

- Formatting

- Removing an Exhibit that should be process and not policy
- Clarifying that we cannot accept foreign cash or checks which has been the policy for many years – policy is now reflecting this.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

List all the offices and personnel who participated in the drafting or coordination of this policy.

The following have reviewed and approved:

Executive Vice Chancellor for Administration and Finance| CFO, Terri Carrothers

Chief Financial Officer, Todd Haggerty

Special Assistant to the Provost (J. Taylor, ongoing involvement)

Policy Coordinator (M. Heredia, J. Speed, ongoing involvement)

III. LEGAL REVIEW

Is legal review of the proposed changes recommended?

No

IV. FISCAL REVIEW

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No**

If yes, please explain: