



**Campus Administrative Policy**

**Policy Title: Check Cashing**

Policy Number: 2033                      Functional Area: Finance

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Effective: August 1, 2008  
Date Last Amended/Reviewed: August 1, 2008  
Date Scheduled for Review: July 1, 2015  
Supersedes: Check Cashing (March 1, 2000)

Approved by: Associate Vice Chancellor for Finance and Administration

Prepared by: Controller  
Reviewing Office: Finance Office  
Responsible Officer: Finance Office

Applies to: CU Denver Campus  
CU Anschutz Medical Campus

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**A. INTRODUCTION**

The purpose of this policy is to limit the level of cash on hand in the University of Colorado Denver | Anschutz Medical Campus (“the university”) Bursar’s Offices.

The primary authority and requirement for this policy is derived from auditor recommendations. It is the responsibility of the university Controller or designee to ensure compliance with this policy.

This fiscal rule applies to all faculty, staff, students, visitors, and patients at the university.

**B. DEFINITIONS**

Petty Cash Funds are funds used for the payment of emergency and incidental expenses. Postage, express mail, telegrams, and other incidental expenses may be paid from such monies when not otherwise obtainable by procurement card or other convenient means. Petty cash funds are not to be used to make change.

## **C. POLICY STATEMENT**

1. **Personal Check Cashing**  
The Central Cashier in the Bursar's Office will not cash personal checks from any individual.
2. **Petty Cash Fund Reimbursement**  
Reimbursement to university petty cash funds is accomplished by warrant payable to the Petty Cash custodian. The Bursar's Offices may cash university petty cash fund reimbursement warrants, subject to cash availability. The University has also arranged for petty cash reimbursement checks to be cashed at any Public Service Credit Union branch.

### **Notes**

1. **Dates of official enactment and amendments:**  
March 1, 2000: Adopted by the Associate Vice Chancellor for Finance and Administration  
August 1, 2008: Updated and reinstated  
March 26, 2019: Formatting Updated
2. **History:**  
March 26, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. **Initial Policy Effective Date:** August 1, 2008
4. **Cross References/Appendix:** N/A