

## **Safe and Vault Combinations**

**Original Implementation:** Unpublished

**Date of Last Revision:** January 31, 2017

Current combinations for safes or vaults holding cash, checks, or other valuable documents must be on file in the office of the vice president for finance and administration.

The department head must submit a memorandum indicating the location of the safe or vault, combination, date of last combination change, if known, and the names of all employees that have access to the vault combination. The memorandum must be delivered to the vice president for finance and administration in a manner such that no unauthorized person is able to access the confidential information.

The vice president for finance and administration must be notified when changes are made to safe or vault combinations, when the safe or vault is moved or transferred to another department, or when the safe or vault is removed from university property records. Safe and vault combinations must be changed anytime an employee who knows the combination terminates employment.

Annually, the vice president for finance and administration will request the safe or vault custodian in each department to verify the information on file.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Vice President for Finance and Administration

**Forms:** None

**Board Committee Assignment:** Finance and Audit