

## **Safe and Vault Combinations**

**Original Implementation:** Unpublished  
**Date of Last Revision:** January 28, 2020

### **Purpose**

This policy requires current combinations for safes or vaults holding cash, checks, or other valuables to be on file in the office of the vice president for finance and administration.

### **General**

The department head must submit a memorandum indicating the location of the safe or vault, the combination, date of last combination change if known, and the names of all employees who have access to the 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 a safe or vault is moved or transferred to another department, or when a 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 or is transferred.

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 Committee

**Revision History:**     January 31, 2017  
                              January 28, 2014  
                              January 25, 2011