



## OFFICE OF THE BURSAR

University of Alaska Fairbanks

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Please take a moment to review and/or familiarize yourself with the policies below. We understand that many departments are currently experiencing change and that more than one individual is often involved in the transaction process. For example, one individual may often process payments for others to enter. Therefore, please forward this information to anyone involved in the cashiering role. The Office of the Bursar is here to help if you have questions or need assistance.

### Cash and Check Handling:

- **All funds received must be deposited in a timely manner with the Office of the Bursar** (<https://www.alaska.edu/controller/acct-admin-manual/acct-and-finance/C-07.pdf>)
- **Funds in excess of \$200 of currency or \$500 in checks must be deposited daily. Lesser amounts must be deposited weekly.**
- Checks are to be endorsed immediately upon receipt.
- Cash funds should be counted daily and neatly facing the same direction. Those transporting cash to the Office of the Bursar should do so as safely as possible, taking care to be inconspicuous and unpredictable.
- Because of the nature of cash handling, associated duties and responsibilities should always be divided between different individuals (<http://alaska.edu/controller/acct-admin-manual/acct-and-finance/C-06.pdf>).
- A person having cashiering responsibilities should not be responsible for other duties such as banking reconciliations, opening mail, processing deposits, billing, adding charges to accounts, etc.
- A person responsible for handling funds is also accountable for those funds.
- During any given shift, funds must be kept safely in a secure cash drawer or locked container and supervised by a single individual.
- During out-of-office hours or until deposited, funds must be kept in a secure facility, and access to those should be limited to designated personnel only.
- All university funds must go directly into a university account unless there is a UA authorized third party involved.
- All funds received must be deposited in a timely manner with the Office of the Bursar <https://www.alaska.edu/controller/acct-admin-manual/acct-and-finance/C-07.pdf>
- Without exception, the handling of university funds must not result in any personal gain for any university employee.
- Any cash handling discrepancies should be recorded and addressed by the cashier as soon as they arise and reviewed by a supervisor.

### Credit Cards:

- It is the policy of the University of Alaska (<https://secure.alaska.edu/secure-files/controller/restrict/C-13.pdf>) that all payment card transactions are to be executed in compliance with standards established by the Payment Card Industry (PCI) Security Standards Council (<https://www.pcisecuritystandards.org>).

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UA is an AA/EEO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/titleIXcompliance/nondiscrimination](http://www.alaska.edu/titleIXcompliance/nondiscrimination)

- All UA approved payment card merchants and approved third party vendors at the University must remain PCI compliant at all times.
- The University's current Merchant Service provider is TransFirst. Each year, employees handling cardholder data will be required to sign an agreement ([PCI Agreement Form](#)) verifying their understanding of their responsibilities as it relates to security and PCI compliance.
- Merchants are not permitted to store payment card (either credit or debit card) information on University computers, servers, workstations, or on other electronic media (Email, Internet, Fax Machines, CD/DVD media, or flash drives).
- Paper copies containing cardholder data must be stored in a locked device with restricted access and destroyed within 1 business day, at which point they will be cross-cut shred. If it is necessary to store a Primary Account Number (PAN), it must be truncated. The only acceptable display is no more than the first 6 and last 4 digits. PANs must not be sent via any electronic means.
- Movement of any cardholder data must be classified confidential, logged and restricted to those with a need to know.
- Merchants not complying with the administrative policy may lose the privilege to accept payment card payments until compliant. A person in violation of this may be subject to a full range of sanctions, including the loss of computer or network access privileges, disciplinary actions, suspension, termination of employment, and/or legal action.

#### **eCommerce:**

- Departments wishing to conduct online financial transactions and/or sales may do so through the UA approved TouchNet gateway and/or approved TouchNet Ready Partners.
- All funds must arrive at the university within two business days of online sales.
- To establish online commerce, departments must contact the Office of the Bursar in advance of entering into any contracts or obligations (<https://www.uaf.edu/bursar/for-depts/credit-card-processing/>)
- No department may sign any banking related or credit card processing agreements or contracts without consent.