

UCM DA 069

UNIVERSITY OF CALIFORNIA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

SUNG-MO "STEVE" KANG
CHANCELLOR

UNIVERSITY OF CALIFORNIA, MERCED
OFFICE OF THE CHANCELLOR
P O BOX 2039
MERCED, CALIFORNIA 95344
TEL: (209) 228-4417070
FAX: (209) 228-4423

January 21, 2009

To: Kimberly Groesbeck, Director of Accounting Services

From: Steve Kang, Chancellor

Re: Campus Cash Handling Coordinator

Effective as of the date above, pursuant to the authority granted to me as Chancellor of UC Merced I hereby delegate to you the authority and responsibility of UC Merced Campus Cash Handling Coordinator as described in the University of California Business and Finance Bulletin No. 49 (BUS-49), Policy for Cash and Cash Equivalents Received. In accordance with BUS-49, the Campus Cash Handling Coordinator is responsible for working in close coordination with the Campus Controller to establish procedures to safeguard campus cash handling activities including those of the Associated Students. Specific responsibilities include:

- Categorizing cash handling units and individuals performing functions related to cash handling;
- Establishing local operating procedures in accordance with BUS-49;
- Approving variances from BUS-49 as warranted by local circumstances;
- Reviewing and approving all proposed new or modified cash handling related applications, cash recording equipment, or methods of transporting cash;
- Performing an annual review of compliance with BUS-49 and informing the Campus Controller of risks associated with each campus cash-handling unit.

These responsibilities may not be further redelegated.

cc: Vice Chancellor Miller
Assistant Vice Chancellor Ahmed
Campus Controller
Director Ireland