Cash Handling Checklist

1. Log Cash
   - Maintain records sequentially
   - Segregate duties

2. Lock Cash
   - Access restricted to appropriate personnel

3. Prepare Currency
   - Separate bills and coin for deposit

4. CASHNet.com

5. Deposit Cash
   - Deposit ASAP
   - Hand deliver to bank, NOT ID mail
   - Coordinate with DPS for escort

Check Handling Checklist

1. Payable to SU
   - Ensure check is payable to “Stanford University”
   - Review for valid date, correct amount, complete payer information

2. Endorse
   - Endorse immediately with “For Deposit Only to Stanford University

3. Lock Checks
   - Access restricted to appropriate personnel

4. CASHNet.com

5. Deposit Check
   - Deposit ASAP
   - Hand deliver to bank, NOT ID mail
   - Coordinate with DPS for escort

Fingate – Cash and Check Handling Checklist