



# CASH HANDLING TRAINING

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Business Services  
Student Faculty Organization (SFO)

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# Welcome to the Cash Handling Training for Student Faculty Organizations brought to you by the University's Business Services Team!

This training will cover everything you need to know  
about cash handling.

The University often refers to Student Faculty Organization  
as SFOs, therefore, we will be using this acronym  
throughout this training.

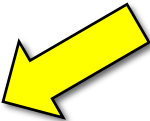
# Business Services

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- Business Services is located in 125 Graff Main Hall.
- We provide banking services for SFOs and cash handling training for SFO members and advisers.
- Call us any time at 608-785-8372 or to schedule an appointment.
- You can also email us at [sfo@uwlax.edu](mailto:sfo@uwlax.edu) or visit us on the web; we have a webpage just for SFOs.

[www.uwlax.edu/business-services/](http://www.uwlax.edu/business-services/)  
phone: 608-785-8372

Travel Information	UWTravelWise	Expense Reimbursement	e-Reimbursement login
Food	PCards	Purchasing	Shop@UW
Cashier's	Forms	Grants	Student Orgs



# Overview

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- Following the SFO Banking Policy
- Opening and Updating an SFO Bank Account
- Understanding what is Cash?
- Collecting Dues and for Fundraisers
- Safeguarding properly
- Completing the SFO Deposit Form & Making the Deposit
- Completing and submitting the SFO Check Request Form & Picking up Checks
- Reviewing your SFO account detail and balance
- Taking the Cash Handling Quiz

# SFO Banking Policy

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- **Money Management** section of [Student Organization Leadership Guide](#)
- **Fiscal Responsibility** section of the [Student Organization Adviser Manual](#)
- The SFO Bank Policy is found on page 35 of the Student Organization Leadership Guide and on page 17 of the Student Organization Adviser Manual.
- SFOs must obtain banking services from Business Services.
- Banking elsewhere is strictly prohibited.
- SFO officers, advisers, and members handling cash must receive cash handling training.
- All SFO officers, advisers, and members handling cash must pass the Cash Handling Quiz

# To Open or Update a SFO Bank Account

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- Complete a SFO Authorization Form – signature card for the account
  - SFO Name
  - SFO Adviser – contact information & signature
  - 2 SFO Student Officers – contact information & signature
  - Purpose/Mission of the SFO
  - Source of Funds
  - Use of Funds
- Submit form via DocuSign, via email to [sfo@uwlax.edu](mailto:sfo@uwlax.edu) via DocuSign or to the Business Services Office, 125 Graff Main Hall
- Complete SFO Cash Handling Training

# What is Cash?

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- Currency
- Coins
- Checks
- Cashiers Checks
- Money Orders
  
- Cash must be properly handled.
- You are responsible for SFO cash in your possession.
- You must comply with university policy.

# Collecting Dues Takes Two

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- Collect dues via Venmo deposit or only at a designated SFO meeting or event
- Dues should be collected by two SFO members.
- You essentially have one person collecting the dues and the other person witnessing the collection.
- SFOs should maintain a membership list.
- When dues are collected, receipt of the dues should be noted on the membership list. Having two people responsible for this ensures the correct member is noted as having paid their dues.
- During the meeting or event, dues should be kept in a designated box or envelope and safeguarded.



# Collecting Checks

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- Checks must be made payable to UW-La Crosse or UWL.
- Checks must be made for the exact amount.
- The numerical dollar amount must be the same as the written amount.
- The date of the check should be accurate. Checks with a future date will not be accepted.
- Checks should be signed by the account holder only.
- The check must have a bank name listed and a routing number, account number, and check number encoded on the bottom edge of the check.
- Checks not accepted: foreign checks, third party checks, and traveler's checks.
- Noting the SFO name on the memo line of the check is helpful.

# Collecting Cash for a Fundraiser

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- Fundraisers must be approved by University Centers by completing a Fundraising Registration Form two weeks prior to the event. See your SFO Leadership Guide or Advisers Manual for more information.
- If you need cash and change during your event, complete a Cash Box Request Form from University Centers (3200 Student Union) at least one week prior to the day of your event.
- Two SFO members should pick up Cash Box the day of the event and properly safeguard it at all times.
- Two SFO members should collect at the event only. You essentially have one person collecting and the other person witnessing the collection.

# Proper Safeguarding

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- Assign a fund custodian (designated SFO member) to be responsible for cash and a second SFO member to assist.
- Cash should always be stored in an envelope or box and should always be in a secure locked location at all times.
- Cash should never be left unattended. Know where the cash is at all times.
- To reduce risk, deposit cash as soon as possible each day of your event.
- University Centers can assist with locking cash in a safe for you.

# Completing the SFO Deposit Form

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- At the close of your meeting or event, two SFO members should complete the [SFO Deposit Form](#).
- Deposits to a SFO bank account
  - Electronically via Venmo.
    - President of SFO must complete electronic deposit agreement form.
  - Cash or checks need to be deposited using the [SFO Deposit Form](#).
    - Forms are available on SFO webpage or outside the Cashier's Office, 121 Graff Main Hall.
- The deposit form must include:
  - Date the form is completed at the close of your meeting or event
  - SFO account name and number
  - Description of the cash collected
  - Amount of cash collected and to be deposited
  - Contact information of SFO members completing the form

# Making a Deposit

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- The completed SFO Deposit Form and the cash and/or check(s) should be stored in a sealed envelope and then deposited at the Cashier's Office as soon as possible. Envelopes are available at the table located outside the Cashier's window.
- The Cashier's Office is at 121 Graff Main Hall
  - Cashier's Window is open from 8:00 a.m. to 4:00 p.m. Monday through Friday
  - Cashier's Dropbox is available from 6:00 a.m. to 10:00 p.m. Monday through Friday
- University Centers can assist with locking your deposit in a safe for you prior to taking it to the Cashier's Office if needed.

# Confirming the Deposit and SFO Account Balance

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- After you make the deposit, you should confirm it is recorded in your SFO account.
- To request the account detail and balance of your SFO account, an authorized SFO student officer or adviser should complete a SFO Balance Request Form and submit it to [sfo@uwlax.edu](mailto:sfo@uwlax.edu).
  - Paper forms are available at the table located outside the Cashier's Window.
  - An electronic form is available on the SFO webpage.
- Request forms are processed and emailed to the requester within two business days.

# Completing the SFO Check Request Form

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- A student officer must complete a [SFO Check Requisition Form](#) for each check
- Location of form:
  - Business Services Forms webpage to be completed via [DocuSign](#);
  - SFO webpage has a fillable form to complete and can be sent via email with required approvals.
  - Cashier's Office, 121 Graff Main Hall has blank forms.
- The SFO Check Request Form must include:
  - Date the form is completed
  - SFO account name and number
  - Amount of the check
  - Payee information and delivery method
  - Description of the expense and purpose
  - Supporting receipts and appropriate documentation
  - Signatures of the SFO adviser and one student officer who is not the payee

# Submitting SFO Check Request Form

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Form can be submitting via:

- DocuSign (preferred method)
- Email to [sfo@uwlax.edu](mailto:sfo@uwlax.edu) with supporting documentation attached
  - Form must be signed or
  - To authorize payment via email, include the following
    - I (First Name Last Name approve this check requisition form for payment via email
- Drop form at front desk of Business Services Office, 125 Graff Main Hall from 7:45 a.m. to 4:30 p.m.



# Picking up SFO Checks

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- Checks can be picked up at the Cashier's Office from 10:30 a.m. – 4:00 p.m. the business day after the check is requested. Please know there may be exceptions if check requests are incomplete and cannot be resolved by this time.
- Checks can only be picked up by the person designated on the check request form.
- Staff will ask you for proper identification and to sign for the checks.
- Be certain to safeguard checks and cash them within 60 days of issue.

# Conclusion

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**Thank you for learning more about the SFO Banking Policy.**

You should now know how to do the following with ease:

- Open and update an SFO Bank Account
- Understand what cash is
- Adequately collect dues and fundraisers keeping cash safeguarded
- Complete the SFO Deposit Form and make a deposit as soon as possible
- Complete the SFO Check Request Form to request, submit and pick up a check
- Request your SFO account detail and balance and verify it is correct.

You should be prepared to take and pass the [Cash Handling Training Quiz!](#)