Addendum to Cash and Check Handling Policy
Guidance for Coin, Petty Cash Checks, Segregation of Duties and Endorsement Stamps

Coin
As of October 27, 2017, departments will no longer have access to cashiers for the deposit of notes and coins. The installation of a smart safe will provide a solution for the deposit of notes. Coins however will not be accepted by the safe. Departments which accept coins should be provided the below options to complete a deposit or make an exchange.

1. Exchange coins for notes with another University employee. The transfer should be documented, signed by an SBO or department administrator and attached to the monthly reconciliation.
2. Physically walk the coins to the nearest J.P. Morgan Chase branch to make an exchange or whichever location the person handling the coins is most comfortable.
   a. Morningside-- 2898 Broadway (West 110th & Broadway)
   b. Manhattanville--3200 Broadway (West 125th & Broadway)
   c. CUMC-180 Ft Washington Ave (West 165th & Fort Washington)
      3940 Broadway (West 165th & Broadway)
3. Create a Service Now incident for Treasury to organize an armored car pickup. This is not a preferred option for a smaller volume of coins as it is expensive.

In circumstances where a department has coins to deposit which value less than one dollar, the department is to secure the coins until a dollar’s worth of coins has been accumulated. Until a dollar’s worth of coin has been accumulated the coins are to be documented on the monthly reconciliation as “in-transit”. Once a dollar’s worth of coin is received, options 1 and 2 can be actioned.

Cashing Petty Cash Checks
Departments must physically walk the check to the nearest J.P. Morgan Chase branch to cash the check.

   a. Morningside-- 2898 Broadway (West 110th & Broadway)
   b. Manhattanville--3200 Broadway (West 125th & Broadway)
   c. CUMC-180 Ft Washington Ave (West 165th & Fort Washington)
      3940 Broadway (West 165th & Broadway)

Segregation of Duties

Endorsement Stamps
Departments are directed to restrictively endorse all checks immediately upon receipt. A stamp can be ordered by Treasury. The stamp should indicate ‘For Deposit Only—Columbia University—[Name of department or unit or program + bank account number].