



Policy 2.74 University Cashier

Responsible Official: VP for Finance
Administering Division/Department: Cash Operations
Effective Date: June 01, 2008
Last Revision: February 06, 2009

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Overview

To provide general guidelines regarding the University Cashier.

Applicability

All employees and students.

Policy Details

2.74.1 Operations

The primary responsibility of the University Cash Operations Office is to make sure an effective cash management system is maintained and to oversee the internal control of cash receipts. All receipts must be recorded properly and timely and deposited promptly. Cashier windows are located on the first floor of the B Jones building adjacent to Student Financial Services.

2.74.2 Hours and Accessibility

The Cashier's Office is open Monday-Friday from 9:00 am to 4:00 pm. The office is closed during University holidays.

2.74.3 Check Cashing

The Cashier's Office will cash personal checks, traveler's checks, and money orders for students, faculty and staff of University. The daily amount of a check is limited to \$75.00 for staff and students, \$150.00 for faculty and University Officers. During the last two weeks of a semester, or before holidays, students may cash checks for up to one hundred and fifty dollars (\$150) for travel expenses. Checks at this higher limit will not be approved if the student has a delinquent balance on his or her student account.

To cash a check, staff and faculty must produce a valid photo ID and an Emory ID card. Students must produce a valid student ID, as checks will only be cashed for currently enrolled students.

Counter checks will not be cashed unless the account number is encoded on the check.

Two-party checks will not be cashed except those checks which a student receives from a parent or grandparent. Cashiers may cash these checks for amounts up to seventy-five dollars (\$75).

Emory University checks for reimbursement of expenses will be cashed for amounts not over one hundred and fifty dollars (\$150).

Emory University Petty Cash checks may be cashed for amounts not to exceed three hundred dollars (\$300). The Cashier's Office must be notified by the Controller's Office for approval to cash checks or vouchers for larger amounts.

Checks must include current address, home telephone number, university telephone extension and for students, a student ID number.

All checks must be drawn in U.S. dollars and clear through a U.S. bank.

The University reserves the right to verify the availability of funds before cashing any check.

2.74.4 Returned Checks

Staff and faculty who have a returned check must pay for the returned check within ten days from the date of notification by Student Financial Services. A \$25 charge is assessed on each returned check. After two returned checks, check cashing privileges may be revoked for one year at all University check cashing facilities. At the end of this period each case will be reviewed. Check cashing privileges may be restored; but the University reserves the right to withhold this privilege.

Students who have a returned check will have the amount of the check as well as the \$15 charge assessed on each check taken from their student account. After two returned checks, the check cashing privilege is revoked for one year at all University check cashing facilities.

2.74.5 Current Exchange

The Cashier's Office provides currency exchange on a limited basis through a third party vendor, based on current exchange rates. It may take up to 10 business days for the check to be credited to the account.

Definitions

Currency Exchange: Exchanging foreign currency for U.S. legal tender.

Returned Check: A check that cannot be honored or paid by the bank for a variety of reasons. It is returned to the University.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.74>
- [Student Financial Services](http://www.emory.edu/studentfinancials/index.shtml) (<http://www.emory.edu/studentfinancials/index.shtml>)

Contact Information

Subject	Contact	Phone	Email
University Cashier	Student Financial Services	404-727-6095	student.financials@emory.edu

Revision History

No previous versions of this policy were found.