Ohio Administrative Code
Rule 3362-4-11 Cash management.
Effective: July 7, 2026

(A) Oversight and authority

(1) Shawnee state university shall manage the handling and depositing of all forms of currency including cash and other receipts in accordance with in accordance with applicable federal and state laws, Revised Code, governmental accounting standards board, internal control best practices, and university financial policies.

(2) The oversight authority for this effort resides with the chief financial officer or designee. The office of the controller is responsible for establishing, monitoring, and enforcing internal controls for the effective day-to-day handling of currency.

(3) The office of the controller is the only entity authorized to open and/or operate a Shawnee state university bank account. All others, including student organizations, are prohibited from opening a separate bank account which utilizes the name or tax identification number of Shawnee state university.

(4) At times when the position of controller is vacant, the authority and responsibilities of the controller position as set forth in this rule and associated procedures shall belong to such individual who is designated by the chief financial officer.

(B) Collection/handling of money

(1) Requests for approval to charge admission, or to collect money, in any form, must be obtained through the collection of new funds form from the office of the controller. Such requests must be submitted through the administrative chain of officials and authorized by the appropriate chief, vice president or president (for direct reports).

(2) All university departments or individuals receiving cash, checks or credit card payments (excluding credit card payments to third-party vendors) from any source are required to deposit such funds in the bursar's office within twenty four hours of receipt or on the next business day.

(3) The bursar's office shall comply with section 9.38 of the Revised Code, which requires that all public moneys received, including cash, checks, money orders, credit card payments, and electronic receipts, totaling more than one thousand dollars be deposited by the next business day following the day of receipt. Receipts totaling one thousand dollars or less may be held for up to three business days before deposit, provided they are adequately safeguarded in accordance with institutional policy.

(4) University representatives receiving cash must maintain auditable records and follow procedures set by the office of the controller (e.g., retain copies of deposit receipts, deposit transmittal forms, etc.).

(C) Credit cards

University offices interested in accepting credit card payments must obtain approval from the office of the controller prior to executing any agreements related to the acceptance and/or handling of credit card payments following established procurement guidelines

All units accepting payment cards must comply with payment card industry data security standards (PCI-DSS), including use of approved payment processors and prohibition of storing sensitive cardholder data.

(D) Charitable gifts

All charitable gifts to Shawnee state university are to be forwarded to the Shawnee state university foundation (SSUF) following the established timelines in accordance with university and SSUF guidelines.

(E) Procedures

Procedures for cash management shall be maintained, periodically reviewed, and updated by the office of the controller and published on the university's official policy and procedures repository.