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## **CASH OVERAGES AND/OR SHORTAGES POLICY**

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**Effective Date: October 27, 2011**

**Reviewed Date: March 15, 2022**

**Responsible Office: Controller's**

**Division: Finance**

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### **I. PURPOSE/OBJECTIVE**

To provide guidance for employees that handle cash and to document the course of action for employees who continuously have cash overages and/or shortages.

### **II. STATEMENT OF POLICY**

Employees who handle cash are expected to be careful and accurate and to settle their funds each day without overages and/or shortages. The University recognizes the possibility of differences occurring from time to time. However, these occurrences should be minimal. One or more of the following will happen to repeat offenders:

**A. Verbal Warning:** A verbal warning will be given if an employee has cumulative cash overages and/or shortages of \$5 or more in one month.

**B. Written Warning:** If an employee receives two verbal warnings, the third warning will be a written warning. A written warning will be issued if an employee exceeds a total of \$25 or more cash overages and/or shortages in any month.

**C. Possible Termination:** An employee MAY be terminated if:

1. They receive three written warnings for exceeding \$25 or more or two verbal warnings and one written warning in a single month.
2. They exceed a cumulative total of \$100 in overages and/or shortages in a single month.
3. They have a single overage and/or shortage of \$100 or more.
4. There is reasonable certainty that a deliberate act of theft has occurred.

**D. Termination Process:**

1. The employee will be placed on leave with pay.
2. The Human Resources Department will arrange a pre-disciplinary hearing.
3. The employee will be given an opportunity to share his/her side of the story.
4. Evidence must be incontrovertible (i.e. witnessed, videotaped, etc.)
5. The Vice President for Finance makes the final termination decision.

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- E. Exceptions:** Any exceptions to the above actions must be approved in writing by the Vice President for Finance and the Controller.
- F. Documentation:** Warning or exceptions involving cash overages and/or shortages shall be retained in the employee's permanent personnel file.
- G. Procedure:** The Cashier will post the shortage or overage of funds into the Cash Over and Short funds general ledger account via miscellaneous receipting process in Banner.