Area: Finance

Policy Name: Cash Management

Policy Statement: It is the policy of Salina Area Technical College to have internal controls in the area of cash management to minimize the cost of the use of money to the U.S. Government. Salina Tech's accounting and administrative controls must also provide reasonable assurance that all Federal assets, including funds, are safeguarded against waste, loss, unauthorized use, or misappropriation.

Procedures: It is the responsibility of financial managers to interpret the value of internal controls for other managers and employees. Training on internal controls will take place and be documented during twice yearly in-service meetings for staff and faculty. They should also assist in establishing internal controls that may need to be tailored to specific situations. Management's Responsibility for Internal Control as referenced in OMB Circular A-123 – Management’s Responsibility for Internal Control.


Contact: Vice President of Administrative Services

Related Form(s):

Adopted: December 22, 2014

Updated: January 7, 2015