**Texas A&M University-Commerce**

**Financial Services - Vault Procedures**

**Vault Location**: McDowell Administration Building BA 189

**Persons authorized to open vault and safe:**

Student Accounts:

* Bursar and Director of Student Accounts (Charles Robnett)
* Associate Bursar (Sherrie Phelps)
* Assistant Bursar (Charlie Turner)s

**Persons authorized to open vault only:**

Student Accounts:

* + Business Services Assistants
  + Student Accounts Administrative Assistant

Accounting & Financial Reporting:

* Assistant Controller (position vacant)
* AVP and Controller (Sarah Baker)

**Persons authorized to open day gate:**

Student Accounts:

* Bursar and Director Student Accounts (Charles Robnett)
* Assistant Bursar (Charlie Turner)
* Key Manager (Melissa Breiten)

Accounting and Financial Reporting:

* Staff Accountant (Denise Calixto)

**Persons with access to vault:**

Student Accounts:

* Bursar and Director of Student Accounts
* Associate Bursar
* Assistant Bursar
* Business Services Assistants
* Administrative Assistant – Student Accounts
* Other staff may authorized for access as needed by Bursar and Director Student Accounts

Accounting & Financial Reporting:

* Assistant Controller
* Other staff may be authorized as needed by Director of Accounting & Financial Reporting

**Daily Procedures**

Vault is opened by authorized employees as needed at the start of business each day. The day gate will then be locked and the vault door will remain open. Authorized personnel will provide access through the day gate as needed during the day. The day gate will be locked at all times during the business day. At the close of business the day gate will be unlocked and the vault door will be closed and secured.

**Note:**

Two people (Business Services Assistant needing change and a manager) are required to be present in vault when safe is opened to make changes.

**Vault contents**

* Safe containing vault cash and cashier drawers for Business Services Assistants
* Blank check stock for use by Accounts Payable (in locked cabinet)
* Accounting records (journal entries, vouchers)
* Blank book voucher forms
* Departmental laptop computers
* Meal tickets
* Check stubs and documentation for mailed refunds
* Signed credit card receipts from window transactions and departmental deposits
* Miscellaneous office supplies/equipment
* Document shredder