

**POLICY & PROCEDURES MANUAL** Classification Number: 3.1.3

**WAYLAND BAPTIST UNIVERSITY** Reviewed: August 14, 2017

other such place. For funds less than \$100, combinations shall allow  
may be stored in a desk drawer or other such place as long as access to the keys is limited to the people  
having primary and secondary responsibility for the fund.

A listing of individuals having responsibility for the

maintaining prudent control and accountability for funds received. Authorized documentation of such alternatives must be kept in the department or administrative unit.

Contact for Interpretation: Chief Financial Officer

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This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 Reviewed
- 03/29/2007 Reviewed
- 10/01/2004 Reviewed
- 09/01/2003 Reviewed
- 09/15/2001 Reissued as policy 3.1.3
- 12/12/1995 Revised
- 05/26/1992 Inception of policy 3.1.1