CASH MANAGEMENT POLICY

Purpose
To establish sound cash management practices to ensure efficient utilization of cash in a manner consistent with the overall strategic goals of the University.
(In this context, cash would be defined as coins, currency, checks, money orders, credit and debit card payments, and ACH payments.)

General Guidelines
- All activity and balances in the primary accounts shall be monitored by the Treasurer’s Office to assess the cash necessary to meet daily obligations and ensure adequate funds are available.
- The Office of the Treasurer is responsible for the movement of funds between bank accounts maintained by the University. This includes, but is not limited to:
  - Initiating all wire transfer of funds for general business purposes of the University. (See also ‘Wire Transfer Policy’.)
  - Establishing the daily cash position of the University.
  - Appropriately funding disbursement accounts for University obligations.
  - Moving depository funds for investment purposes of the University.
- Efficient cash management strategies, techniques, and procedures shall be used to increase the productivity of cash flows while achieving the following objectives:
  - Liquidity – maintaining the ability to pay obligations when they become due.
  - Cash Optimization – establishing systems and procedures that help minimize investment in non-earning cash resources while providing adequate liquidity.
  - Financing – obtaining both short- and long-term borrowed funds in a timely manner at an acceptable cost.
  - Financial Risk Management - monitoring and assisting in the control of the University's exposure to interest rates, foreign exchange, and other financial risks.
  - Coordination - ensuring that cash management goals are communicated and integrated with the strategic objectives and policy decisions of other areas of the University that have an impact on cash flows.