

Survey Research Operations

Safe and Imprest Cash Access

Goal:

In order to follow the practices outlined by the University of Michigan standard practice guides on the handling of imprest cash and fiscal responsibilities, Survey Research Operations has set forth the following practices related to the access of the safe in order to minimize access and increase security.

Implementation:

The safe is stored in the secured area of the Data Collection Operations unit, behind B304, a door which requires key card access. To gain entry into the safe SRO staff must contact one of the following members of the DCO team: Andrea Sims, Ken Szmigiel, Lloyd Hemingway, Vivienne Outlaw, Grant Benson or Janelle Cramer, Ryan Neice from Financial Services.

Staff requiring monies outside of core business hours (9a – 5p), (very early morning, evening and weekends) should make arrangements in advance with one of the aforementioned members of the team.

Andrea, Janelle, Ken, Lloyd, Ryan, Grant and Vivienne will place items into and remove items from the safe. SRO staff members will be asked to verify that they have received/or deposited the correct items and to sign the log.

Each project is responsible for maintaining an activity log and reconciling their imprest cash account.

A monthly audit of the safe's contents will be performed by a member of the SRO Financial Services Group.

Procedures:

Please note SRO staff is expected to reconcile their own imprest cash accounts. This policy does not impact that process.

All cash and checks must be stored in the safe.

SRO staff is not to store any monies in their office or work area. SRO staff is responsible for making arrangements to obtain cash or checks in advance of their project's deadline. In an emergency the following people may be contacted on their cell phones to gain access to the safe.

	Office Number	Cell Number
Grant Benson	647.6318	734-395-7307
Janelle Cramer	647.3393	
Lloyd Hemingway	647.6616	734-353-9261
Ryan Neice	647.2756	
Andrea Sims	615.6762	
Ken Szmigiel	647.0906	
Vivienne Outlaw	647.1812	734.637.5066