

**Policy Number: 107.4**

**Policy: Handling Money & Currency Transactions**

**Effective Date: 01/01/2014**

**Revision Date: 01/01/2014**

**Approved by: Scott Forshee, Chief of Police**

The purpose of the University Police Department handling cash is solely for the purchase of parking operations. Funds are made available through Business Services. The department will follow cash handling policies set by MSU Billings Business Services. The department is responsible for reconciling and approving expenditures in accordance with procedures set forth by Business Services.