



CONTROLLER'S OFFICE

BERKELEY, CALIFORNIA 94720-1100

January 11, 2007

VICE CHANCELLOR – ADMINISTRATION

Nathan Brostrom

Re: Delegation of Authority – Cash Handling Coordination
(Business and Finance Bulletin BUS-49)


Pursuant to BUS-49 Section VI.C., the Chancellor may delegate the responsibility for coordinating all cash handling operations on the campus to a Cash Handling Coordinator. As the Chancellor has redelegated to you the authority to act on his behalf on these responsibilities, I am requesting your approval of the following:

The responsibilities for Campus Cash Handling Coordinator are delegated to the position of Manager of Billing and Payment Services, a unit within the Controller's Office: Financial Operations department. This delegation includes the authority to:

- Categorize cash handling units and individuals performing functions related to cash handling according to BUS-49 Section IV.C.1.2 and 3.
- Arrange for the preparation and implementation of operating procedures in accordance with BUS-49.
- Approve variances from BUS-49 when warranted by local circumstances.
- Maintain liaison with the Campus Controller concerning cash handling matters.
- Review and approve all proposed new or modified cash handling related applications, cash recording equipment, or methods of transporting cash.
- Perform an annual review of compliance with BUS-49 and inform the Controller of risks associated with each campus cash handling unit.

In this context, cash includes currency, coins, checks, credit card information, petty cash and various cash equivalents such as tickets, stamps, etc.

The authority to take actions related to banking services is not included in this delegation. Authority for managing banking services remains with the UC Office of the President Banking Services unit and the campus Vice Chancellor – Administration.


John Ellis
Associate Vice Chancellor and
Controller

Approved:


Nathan Brostrom, Vice Chancellor - Administration

1/18/2007
Date