

[Department Name]
Internal Controls Policy for Cash Incentive Mailings

Purpose: To provide for the proper safeguarding and procedures surrounding Cash Incentive Mailings within **[Department Name]**.

Custody: The requestor/custodian **[insert name here]** will be responsible for the request, and arrangement of cash incentives that will be done via mail for specific projects.

Security: Cash should not be requested and picked up until the mailing is to occur. Any cash on hand prior to the mailing should be secured in a locked box. **[Insert any additional specific information here]**

Purpose of Cash Incentive: Cash will be used exclusively as survey participant incentives. Cash will never be used for any reason other than its originally stated purpose.
[Insert specific information about the mailing here]

Approval: Prior to any Cash Incentive Mailing, a Request for Cash Incentive Authorization form will be completed and submitted with a copy of the current Departmental Cash Incentive Internal Controls to the Finance Office at pcgc@ucdenver.edu. Once approved, a Payment Authorization will be sent to the Procurement Service Center for processing.

Cash Mailing Supervision Procedures: Each cash incentive mailing must be coordinated with the Finance Office, as the mailings will be audited and may require supervision by a representative of the Finance Office. I will review whether or not a Finance Office staff member must be present for the mailing at the time of approval and coordinate accordingly.

In all cases, cash incentive mailings will be witnessed and audit documentation will be completed and sent to Finance Office at time of closure or when requested for audit.

Tracking: A tracking log/spreadsheet will be maintained documenting the amount of cash that is mailed out to each individual address. This spreadsheet will also be used to identify any returned cash incentives.

Audit: Custodian is aware that the Finance Office will periodically audit records of cash incentive programs, including, the Cash Incentive Audit Form, and Departmental Mailing Log (ie. Tracking spreadsheet).

Returned Mail: Any time a mailed cash incentive is returned, at least two people will be present to witness the opening of the returned cash incentive. The returned cash incentive will be documented in the tracking log. A cash receipt will be completed and submitted to the Bursar's

Office to deposit the funds to the originating speedtype/account code. A copy of the Cash Receipt will also be sent to the Finance Office.

Closing Cash Incentive Program: After the Cash Incentive Mailings are completed the custodian will email the Finance Office (pcgc@ucdenver.edu) a copy of the approved request form, completed audit form, tracking log, and any additional requested information about the program. Any additional cash on hand that was not mailed will be deposited to the Bursar's Office using a Cash Receipt. A copy of the cash receipt will be sent to Finance.