

	<b>SFASU POLICE DEPARTMENT</b>	
	<b>Policy 1.3 Fiscal Management</b>	
	<b>Effective Date: 04/09/19</b>	<b>Replaces:</b>
	<b>Approved: John Fields Chief of Police</b>	
	<b>Reference: TBP 1.02, 1.03 and 1.10</b>	

## **I. POLICY**

It is the policy of the SFASU Police Department to maintain the highest level of fiscal responsibility. The Chief of Police is responsible for the development and submission of the departmental budget as well as the financial management of the department. It will be the policy of the department to maintain accurate and detailed records of all monetary transactions in order to remain above reproach.

## **II. PURPOSE**

The purpose of this policy is to establish procedures for employees making routine and emergency expenditures for goods or services necessary for the efficient operation of the department.

## **III. STATEMENT OF SPECIFIC RESPONSIBILITY**

The Chief of Police, as a department head of the SFASU Police Department, Nacogdoches, Texas, has the authority and responsibility for the fiscal management of the department. (TBP: 1.02)

## **IV. DEFINITIONS**

- A. Routine Expenditure: Purchases that are budgeted and/or planned for and handled through the university purchasing department.
- B. Emergency Expenditure: A use of university funds necessary to accomplish vital goals of the department that by their nature cannot be postponed until regular business hours. These expenditures might be for goods or services. Emergency expenditures are always more than one-hundred & fifty (\$150) dollars and are approved by the Chief of Police.

- C. Purchase Order (P.O.): An authorization from the university purchasing office for payment to a vendor for goods or services.
- D. Purchase Order Number (P.O. #): The number assigned by the university purchasing office for a specific expenditure. Vendors consider a P.O. # the same as cash, and it must be indicated plainly on all invoices.
- E. Vendor: Any authorized retailer, wholesaler, manufacturer, or other supplier of goods or services to the university.
- F. Tax Exemption Certificate: A document provided to vendors by the university purchasing office that indicates that purchases made for university use are exempt from state sales tax.
- G. Requisition: This form is used to request goods or services. Data must be entered prior to items/services being ordered. Personnel are required to obtain a quote from a vendor and enter the appropriate data. Once data is entered and approved, procurement personnel will generate a purchase order number.
- H. University Purchasing Office: The authority in the university with the responsibility of exercising fiscal control over all expenditures made by university employees.

## **V. RESPONSIBILITIES**

- A. The Chief of Police has the ultimate authority, responsibility, and accountability for the fiscal management of the department.
- B. The Chief of Police prepares departmental budget request with input from supervisors and officers of the department, and provides the information through the university's chain of command.
- C. Supervisors are responsible for providing budget requests that contain any necessary documentation for their areas during the budget preparation process.
- D. The Chief of Police is also responsible for at least a monthly review of the budget to include the amount budgeted, the amount spent year-to-date by category, and the amount remaining. Any projected budget shortfall shall be discussed with university officials responsible for oversight.

## VI. GENERAL PROCEDURES

### **RECEIPTS AND DEPOSITS:**

#### A. Purpose:

This order provides procedures and guidelines to all employees within the Police Department that handle payments, receipts, and/or deposits or are specified within their job description. The procedures outlined in this order are based on Policy 3.26, Receipts and Deposits, from the Stephen F. Austin State University policy manual. This order is to provide guidance for effective administration and control of payments accepted by the Police Department.

#### B. Payment Accepted:

1. The Stephen F. Austin State University Police Department will accept cash, check, or money order in the exact amount due. No change or refund can be issued.
2. Payments will only be accepted by Police Department employees who have been authorized by the Chief of Police and have completed the required receipt training. (See Section V, Responsibility.)
3. All checks or money orders must be reviewed for completeness as follows:
  - a. Verify that the account holder's name, address, and phone number are included on the check. A daytime phone number is preferred.
  - b. Verify that the check has the customer's bank account and routing number encoded on the bottom along with the bank and check number.
  - c. All checks or money orders must be payable to Stephen F. Austin State University, SFA, or SFASU.
  - d. Verify that the check is not stale dated or postdated.
  - e. Verify that the numerical amount is the same as the written amount.
  - f. Verify that the check is signed.
  - g. On the face of the check, the employee must record legibly the following: the issuing person's driver's license number and date of birth (DOB), the accepting department, and the accepting employee's initials.
4. Checks must be endorsed immediately upon receiving using the department stamp that reads "Stephen F. Austin State University, For Deposit Only", which is located in the UPD bank bag.

5. Once payment is accepted, the employee must place the payment in the UPD bank bag and make sure the bag is locked.
6. Payment may be accepted by the Police Department for the following purposes: Accident Reports, Defensive Driving, UPD Supervision Events, Arrest Fees, Restitution, and through the pay station for Parking.

C. Receipt Procedure:

1. Every payment accepted must be documented and issued a receipt; this includes payments accepted through the mail, over the phone, or in person.
2. The receipt must be issued from the pre-numbered receipt book supplied by the business office. This receipt book will be kept with the UPD bank bag.
3. Each receipt should include: the payer's name, the amount of payment, the mode of payment (cash, check, money order, etc.), the check or money order number if applicable, the purpose of the payment, the date of payment, and the initials of the employee collecting the funds.
4. The receipts must be used in consecutive order. All receipts, including voided receipts, must be accounted for. The original (white) receipt is to be given to the customer. The green copy of each receipt is to be sent to the business office along with a Deposit Summary form. The yellow copy should remain in the receipt book for reference purposes.
5. Cash receipts must be reconciled. On days when cash is collected, a reconciliation must be performed at the close of the business day when possible, and no later than the beginning of the next business day. This reconciliation should never be performed by the same individual who receipted the funds. If any differences are found during reconciliation, a supervisor should be notified immediately.
6. In the event that a loss is confirmed, a written report should be completed.

D. Deposits:

1. All deposits should be hand delivered to the business office in the UPD bank bag.
2. Deposits should be made within five calendar days, or when \$100 or more in receipts has accumulated.
3. A Deposit Summary form must be completed and submitted to the business office with each deposit.
4. Preparation of the deposit should never be performed by the same individual who receipted the funds.
5. Preparing the deposit:
  - a. Green copies of the receipts must all be accounted for and in numerical order, including any voided receipts.
  - b. All cash should be separated by denominations and added separately before being all added together. This should all be shown on cash register tapes and attached to the Deposit Summary form and the green copies of the receipts to be turned in to the business office.
  - c. Checks should be added together and shown on cash register tapes; then added to the cash total.
  - d. Once all payments (cash, checks, etc.) are reconciled with receipts, all information should be recorded on the Deposit Summary form.
  - e. The completed Deposit Summary form, green copies of the receipts, cash register tapes, and all monies should then be reviewed by a supervisor designated by the Chief of Police.
  - f. Once approved by the reviewing supervisor, the completed Deposit Summary form, green copies of the receipts, cash register tapes, and all monies should be locked in the UPD bank bag and taken over to the business office immediately.

E. Responsibility:

1. Each employee whose job duties include the acceptance, record keeping, and/or deposit of university receipts is required to complete the receipt training annually through the MySFA training portal.
2. Under no circumstances should an individual keep university cash with their own personal funds or take university funds to one's home for safekeeping.

3. Employees may not receive, accept, or handle payment from a relative, as defined by SFA Policy 11.16, Nepotism. Family member status is not terminated by death or divorce.
4. Cash and receipts should never be left unattended and should always be kept secured and in a locked place.
5. At a minimum, a designated supervisor must perform a monthly reconciliation of receipts to deposits, verifying that the amounts receipted were actually deposited and credited to the appropriate accounts in the Banner System. The supervisor must keep written documentation of the reconciliations and report any discrepancies to the controller's office immediately.
6. The Executive Director should be notified immediately upon the notice of any overages or shortages.
7. In the event that a loss is confirmed, a written report should be completed.

F. After Hours Safekeeping:

1. If another department on campus does not have a safe location for cash and receipt storage, and the business office is not open, it should be stored in a locked bank bag at the University Police Department. (See SFA Policy 3.26, Receipts and Deposits.)
2. Upon receiving a locked bank bag after hours, dispatch should do as follows:
  - a. Create a call for service (CFS) with the name of the person, contact information, and the department asking for secure drop off.
  - b. Make sure the bank bag is locked.
  - c. Contact a shift supervisor to place bag in the safe located in the sergeant's office.
3. When releasing the bag the following business day, dispatch should:
  - a. Create a call for service (CFS) with the name of the person, contact information, and the department asking for pick up.
  - b. Contact a shift supervisor to retrieve the bag from the safe and deliver it to the requester.

G. Parking and Traffic Parking Pay Stations

1. Cash collection must be performed by a full time Parking and Traffic employee accompanied by another full time Parking and Traffic employee.
2. Procedures include:
  - a. Generate a Summary Report and a Status Report.
  - b. Empty the coin vault and bill vault.
  - c. Make sure the funds are secure in a locked bank bag along with the reports.
  - d. Immediately return to the Parking and Traffic office.
3. A full-time office staff member will reconcile the cash and coins and provide cash register tapes along with a Deposit Summary form for deposit.
4. Cash reconciliation will be performed twice by separate employees. If any differences are found during reconciliation between employees, a supervisor should be notified immediately.
5. After reconciliation is complete, the funds, cash register tapes, and the Deposit Summary form should be reviewed by a supervisor designated by the Executive Director.
6. Once approved by the reviewing supervisor, the funds, cash register tapes, and the Deposit Summary form should be transported in a locked bank bag to the Business Office no later than 3:30 p.m. of the same business day.

### **MONETARY TRANSFERS**

- A. **Purpose:** The Stephen F. Austin State University Police Department strives to maintain a safe and secure working environment for all members of the Stephen F. Austin State University community. In doing this the Police Department offers assistance with the secure transportation of monetary transfers to and from local banks by members of the Stephen F. Austin State University business community. This service is provided as a courtesy and a safety and security measure, not as a convenience to other Stephen F. Austin State University departments or businesses. The Police Department is not a courier service. This order provides guidelines to all employees within the Police Department that assist in providing these services, and to the members of the Stephen F. Austin State University business community that choose to use them.

## **B. Guidelines:**

1. Monetary transfers will only be performed by armed and commissioned peace officers.
2. Officers shall activate their in-car video systems and body worn cameras prior to beginning any monetary transfer. Both recording devices shall remain on throughout the duration of the transfer.
3. Officers will not accept, handle, or transport any money that is not secured in a locked bank bag. Unsecured money may be transported by an employee of the department requesting the monetary transfer in a separate vehicle; and officers will escort the employee to and from the bank.
4. Officers will keep their weapon hands free, and will maintain access to their sidearms at all times during escorts and transports. Officers will not transport bank bags that are too numerous or too heavy to be carried in one hand. Such bags may be transported by an employee of the department requesting the monetary transfer in a separate vehicle; and officers will escort the employee to and from the bank.
5. Escorts are not to be unnecessarily delayed.
6. Officers transporting money shall not make any unnecessary stops during the monetary transfer.
7. Officers will not transport receipts to or from the bank, unless the receipts accompany an actual monetary deposit.
8. The Police Department will perform one monetary transfer per requesting department per business day.
9. Departments requesting a monetary transfer are expected to have their deposits prepared by 11:00 AM, and to notify the Police Department when the deposit is ready for pick up. In the event that a deposit is unable to be prepared by 11:00 AM, the requesting department is expected to notify the Police Department of the reason and expected length of the delay. It will then be the decision of the shift supervisor whether the deposit is picked up that day, or is postponed until the next business day.



10. Departments notifying the Police Department to request a monetary transfer are expected to have their deposits ready by the time officers arrive for pick up. Any deposits that are not ready when the officers arrive will be postponed until the next business day.
11. Departments expecting currency, change, receipts, empty bank bags, or any other items to be brought back to them following their monetary transfer must have personnel standing by to accept the items upon the officers' return, regardless of the department's regular business hours or employee break times.
12. The Police Department will not hold or store money or items brought back from the bank for other departments.

## **VII. EMERGENCY EXPENDITURES**

- A. Any police employee needing to make an emergency expenditure will submit a memorandum through the chain of command that provides the following details:
  1. What the expenditure is for.
  2. Why the expenditure constitutes an emergency.
  3. The cost of the expenditure.
  4. Names of three possible vendors if the expenditure is for more than \$250.
- B. The Chief of Police or designee is responsible for:
  1. Deciding whether the expenditure is an emergency.
  2. Causing the memorandum to be marked "approved" or "disapproved" and initialed.
    - a. If the request is approved, the Chief or designee will seek assistance from procurement personnel to cause the bidding of the goods or services requested to be made, awarding the bid to the lowest bidder conforming to specifications and delivery requirements.
    - b. If the request is disapproved, the Chief or designee will notify the requesting person to proceed with a routine requisition discussed later in this policy.

C. It is the responsibility of the employee receiving authorization for an emergency expenditure to:

1. Make arrangements with the approved vendor to provide the goods or services.
2. If the vendors request a tax-exempt number, give them the T.I.N. (university's tax-exempt number) or refer vendors to the procurement website.
3. If the vendor asks for a tax exemption certificate, advise them that you will request the university's fiscal office to forward a tax-exempt certificate to them on the next business day.

D. It is the responsibility of the Chief of Police or designee to:

1. Provide to the purchasing department an itemized list of the goods or services obtained, including the total cost.
2. Obtain a purchase order number and cause it to be added to the report to the purchasing department.
3. Forward a copy of the report, along with all invoices or receiving slips, including the P.O. #, to the purchasing department.

E. It is the responsibility of the Chief of Police or designee to prepare a requisition, attaching all invoices or receiving slips, and forward it to the university purchasing office and arrange for out-of-pocket cash reimbursements, where applicable, using a payment authorization form with the receipts attached.

## **VIII. ROUTINE EXPENDITURES**

A. It is the responsibility of any police employee needing to make a routine purchase of goods or services to:

1. Obtain approval of a supervisor.
2. Create an informal memorandum that provides the reason and the type of service or goods to be purchased.
3. Hand carry the request to the Chief or designee.

4. Contingent on approval, receive a purchase order number from the Chief or designee.
  5. Arrange for the delivery of goods or services by the vendor.
  6. Return all invoices and/or receiving slips to the fiscal manager on the next business day following the receipt of goods or services.
- B. Prior to approving the request, it is the responsibility of the Chief or designee to secure adequate documentation for the purchase, and ensure that budgeted funds are available.
- C. Purchases of items costing more than \$2,500 are made after a requisition for material has been approved by the university purchasing office and a purchase order number has been issued in accordance with this policy.
1. The requisition form will be used prior to the purchase except in emergencies.
- D. Purchases costing \$10,000 or more will be purchased on a competitive bid basis. A bid will be awarded to the lowest responsible bidder conforming to specifications and delivery requirements after review by the purchasing office and the issuance of a requisition.
- E. It is the responsibility of the Chief who authorizes a routine purchase of equipment and later needs to cancel the order to:
1. Immediately notify the fiscal manager of the desire to cancel.
  2. Route a formal memorandum to the university purchasing office.
- F. The Chief of Police and/or his/her designee must approve all routine repair and maintenance expenditures over \$1,000 (one-thousand dollars) prior to receipt of the services.

## **IX. PROPERTY LOSS AS A RESULT OF POLICE DUTIES**

- A. It is the responsibility of an employee experiencing a loss of personal property in the line of duty to submit a memorandum that lists the following details:
1. The circumstances of the incident.

2. Whether the loss affecting the employee was a result of damaged, lost, or destroyed property.
  3. The value of the property with proper documentation including receipts, age, and condition of the item(s) at the time of the loss, and any other information the employee thinks is relevant. The documentation must be such that a reasonable person could establish fair market value.
- B. It is the responsibility of the chain of command to make a recommendation for or against reimbursing the employee experiencing the loss and to
1. Recommend a dollar amount for replacement based on:
    - a. Fair market value of the item(s) or equipment.
    - b. Cost replacement for the item(s) or equipment that provides the same purpose.
  2. The Chief of Police will make the final determination.
- C. Reimbursement will be made only for items that are normally utilized in the course of police duties, such as:
1. Wristwatches, clothing, footwear, weapons, and any other equipment not supplied by the department.
  2. Reimbursement will not be made for items that are not normally utilized in the course of police duties, such as ornamental jewelry, hats, and expensive watches, clothing, or footwear. Valuable items of this sort are worn at the employee's own risk.
- D. All employees are expected to maintain care and control of university equipment. Claims for personal items lost, stolen, or damaged will be reviewed as to the circumstances surrounding the loss, including whether or not the employee made every reasonable effort to prevent the loss.

## **X. AUDITING / ACCOUNTING**

- A. An independent audit of department fiscal affairs is conducted at least annually in connection with the annual university financial audit. The Chief of Police may order an internal audit any time it is deemed necessary to assure accountability.

## **XI. ACCOUNTABILITY OF DEPARTMENTAL CAPITAL EQUIPMENT**

- A. All agency property is inventoried when received. The patrol lieutenant will be responsible for issuing agency-owned property to authorized users. This includes recovering said property if required when the employee leaves the department.
- B. Departmental capital assets are marked with a property tag if the cost of the item is \$500.00 or more, or if their use and life span is in excess of three years. All department firearms, TASERS, in-car computers, desktop computers, and vehicle are considered capital assets.
- C. The department will conduct a capital-assets inventory every year and when there is a change in command personnel over a unit or over the entire department. The results of the inventory will be forward to the Chief of Police for review (**TBP 1.10**).