

Many departments have a Petty Cash Float that needs reimbursing at the [Cash office](#). The [Financial Regulations](#) (8.2.3) state that all monies received should be banked promptly - in practice within 1 to 3 days so you don't have to securely store it for any length of time.

Guidance for your welfare and security is as follows:

- Anyone transporting cash must feel comfortable in doing so - if you feel unsafe or vulnerable in any way speak to your line manager to make alternative arrangements (e.g. being accompanied by another person)
- Use unmarked / inconspicuous bags to transport cash
- Don't advertise the fact that you are delivering to, or collecting cash from the Cash office
- Don't advertise where you safely store your cash (e.g. where the safe or secure box in the department is)
- Vary the times of day/week you go to the cash office and the routes you take
- Use busy thoroughfares where possible and daylight hours in winter
- Never send cash in the internal or external mail
- Where cash is being counted by staff this should be done out of public view and by two people
- Cash should not be left unattended at any time and should be stored securely in a lockable drawer or preferably a safe. The number of staff with access to the drawer/safe should be kept to a minimum but should maintain segregation of duties.
- Money stored in a safe should not exceed the safes maximum cash rating; this is determined by factors like the lock type and door. Some guidance on [insurance rating](#) for safes. We check and collate safe details as part of the Universities annual insurance renewal each June and if a new safe is purchased at any other time please send details to [insurance-enquiries@york.ac.uk](mailto:insurance-enquiries@york.ac.uk).

We recommend that Departments with staff who carry cash around campus should review annually cash security and transport as part of the departmental safety assessment. This needs to be proportionate to the level of cash you are transporting. The Health and Safety team will assist with any risk assessments (contact Jane Holmes, [jane.holmes@york.ac.uk](mailto:jane.holmes@york.ac.uk)).