
INTEROFFICE MEMORANDUM

TO: PSU ADMINISTRATIVE STAFF
FROM: ANGELA BOSTOCK, ASSISTANT DIRECTOR OF BUSINESS AFFAIRS
SCOTT PETERSEN, BURSAR
SUBJECT: CASHIERS OFFICE POLICY & PROCEDURE CHANGE – CASHIERS OFFICE ACCESS
DATE: 03/26/07

CASHIER OFFICE ACCESS

Effectively immediately, only Bursar office staff are allowed to be in the Cashiers area. All Cashiers transactions are to be handled at the windows.

Exceptions allowed within the policy are:

- 1) Armored car personnel can be "buzzed in "
- 2) Employees with their own keys, such as Associate VP and Controller, the Director, Associate Director and Assistant Director of Business Affairs, IT personnel, and security personnel may enter
- 3) Persons with legitimate business that can not be conducted through a window.

Activities that can not be conducted through a window include meetings with Lisa, Linda, Barb or Desiree and vendors providing a service that must occur on the physical premises. Entry of persons under this exception will be handled as follows:

- Person must go to Cashier window 2 and state who they are here to see
- The Cashier WILL NOT "buzz in" the guest
- The Cashier will notify the appropriate personnel that they have a guest
- The visited personnel will go to the entry door and let the guest in
- The visited personnel will escort the guest during 100% of their stay
- The visited personnel will escort the guest to the entry door and close the door behind the guest at the conclusion of their stay

These measures are necessary to protect the assets of the University, the Cashiers staff, and anyone entering the Cashiers area.