I. PURPOSE: This document outlines the safe combination procedure of the ASC central vault room, Campus Dining, and Titan Shops locations.

II. SCOPE: The procedure applies to all safes being used by the ASC central vault room and ASC operated business locations, including analog and digital safes.

III. OBJECTIVE: This procedure is to ensure that ASC safe combinations are updated periodically and timely when there are personnel changes and that all changes are properly documented in a safe change log.

IV. PROCEDURE:

Central Vault Room:
A. For all analog safes, the central vault supervisor will schedule a locksmith annually at the end of the fiscal year to change the safe combinations/codes in central vault room and ASC each business location.
B. For all digital safes, the central vault supervisor will notify ASC Titan Shops and Campus Dining’s directors and managers that they are required to change the safe combination/codes in ASC operated business locations annually (at the end of the fiscal year).
C. If there is a change in full-time personnel with access to the analog safe in each ASC business location, the central vault full-time staff must schedule a locksmith to change the safe combination codes. The safe combination codes must be changed on the separation date or within two weeks after the employee’s separation date.
D. The central vault supervisor is responsible to maintain and keep both analog and digital safes’ change logs for all ASC operated business locations, including the safe code change date and the manager responsible for each safe location.

Titan Shops and Campus Dining:
A. For all digital safes, ASC Titan Shops’ and Campus Dining’s directors and managers must schedule to change the safe combinations/codes in ASC operated business locations at the end of the fiscal year.
B. ASC Titan Shops’ and Campus Dining’s directors and managers have the responsibility to inform the central vault supervisor when an employee who has access to the analog or digital safe or knows the safe combination is no longer employed.

- The central vault supervisor must be included in the email communication when ASC Titan Shops’ and Campus Dining’s directors and managers notify HR of their employee’s separation.

- For digital safes, ASC Titan Shops’ and Campus Dining’s directors and managers must change the safe combination codes on the separation date or within two weeks after the employee’s separation date.

- ASC Titan Shops’ and Campus Dining’s directors and managers is responsible for sending updated safe access logs to the Central vault supervisor for recordkeeping.

C. Each business location manager is responsible for updating, maintaining, and keeping the safe log including safe code, safe code change date, and list of employees who have access to the safe. The updated safe access log is to be sent to the central vault supervisor.

D. Each business location manager is responsible for locking and safeguarding funds in the safe of their respective business location.

V. APPROVALS: Executive Director or designee.

VI. CONTROL & COMPLIANCE: The central vault room supervisor responsible to annually collect each business location’s safe log from each manager and review to ensure that personnel changes are current in identifying any changes that managers may have missed.