

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.6	Miscellaneous	Revised:	August 2001
<b>Policy 2.6.1</b>	<b>Safes</b>	Responsibility:	Executive Vice President for Business Affairs/Chief Financial Officer

## **Safes**

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### **Policy**

The combinations to all vaults and safes used by the Health Science Center shall be filed under seal with the Executive Vice President for Business Affairs or his/her designee.

Offices that are responsible for combinations to vaults or safes are to enclose the safe combination in a sealed envelope clearly labeled, "safe combination for (department or office name)." Either deliver or send via campus mail the sealed envelope to the Executive Vice President for Business Affairs. The sealed envelope will be date stamped over the envelope seal by the Office of the Executive Vice President for Business Affairs and stored in a secure place. This procedure is to be followed each time the combination to a vault or safe is changed.

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