

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2071

TITLE: SAFES AND VAULTS

BASED ON POLICY: 2.07 PROPERTY

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/CONTROLLER

I. Purpose:

To establish internal control regarding the use of safes and vaults

II. Procedure:

- A. Only authorized employees will have the keys/combinations to safes and vaults as determined by the controller.
- B. Vaults and safes will not be opened during non-duty hours without the specific permission of the president, vice president for administrative services, or controller.
- D. Whenever an individual in possession of the combination of a safe or vault leaves the employment of South Florida State College, the combination of that vault or safe will be immediately changed.

HISTORY: Last Revised: 9/16/2025

Adopted: 5/17/85

Reviewed: 12/15/04, 12/15/07, 9/16/25

Revised: 8/1/89, 12/04/01, 3/20/12, 3/05/19