

**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

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**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: 05/13/2025**

**Adopted:** 5/17/85

**Reviewed:** 12/15/04, 12/15/07, 05/13/2025

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