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## 1502 WORKING CAPITAL MANAGEMENT

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Effective: December 1986  
Revised: April 2009  
Last Reviewed: April 2009  
Responsible Office: Treasurer  
Approval: Treasurer

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### PURPOSE

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To ensure that adequate working capital is available for operations.

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### POLICY

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1. The Office of the Treasurer is responsible for assessing the cash necessary to meet daily obligations and provide for these requirements from sources (Unrestricted funds, Restricted funds, Short-term loans) that maximize the University's return on assets.
2. Schools/Centers are responsible for notifying the Office of the Treasurer when purchasing an asset of property or equipment that is covered under policy #2311.
3. Acquisition of real estate requires at least a 2 day notice for payment processing.
4. All requests for cash disbursements must be made the prior business day by the close of business to the Office of the Treasurer, in writing, and with proper signatures and approvals.