



2.6.1 Safes

Chapter 2 - General	Original Effective Date: April 2000
Section: 2.6 Miscellaneous	Date Last Reviewed: October 2010
Responsible Entity: Vice President and Chief Financial Officer	Date Last Revised: October 2010

I. Purpose

To establish procedure for UT Health San Antonio owned safes and vaults.

II. Scope

This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees).

III. Policy

The combinations to all vaults and safes used by the UT Health San Antonio (UTHSA) shall be filed under seal with the Vice President and Chief Financial Officer 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 UTHSA Vice President and Chief Financial Officer. The sealed envelope will be date stamped over the envelope seal by the Office of the Vice President and Chief Financial Officer and stored in a secure place. This procedure is to be followed each time the combination to a vault or safe is changed.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
04/2000	Policy Origination		
10/2010	Policy Revision		