

WEST VIRGINIA UNIVERSITY SUSPECTED COUNTERFEIT CURRENCY PROCEDURES

Counterfeit bills are prevalent in any environment where money is exchanged. Implementing strong cash handling practices will help detect counterfeit bills, remove them from circulation, and protect the assets of the University. Cash collection points should require cashiers to visually inspect all bills for counterfeits and use counterfeit pens on all bills of \$20 or greater.

THE PASSER IS THERE	THE PASSER IS NOT THERE
1. Remain calm and notify your supervisor.	1. Remain calm and notify your supervisor.
2. Contact WVUPD at the emergency number (304) 293-COPS (2677).	2. Contact WVUPD at the emergency number (304) 293-COPS (2677).
3. Do not return the note to the passer.	
4. Ask the passer to stay until the WVUPD arrives. <ul style="list-style-type: none"> a. If the passer appears cooperative, then ask them to have a seat or have them wait in a designated area until the police arrive. b. If the passer becomes aggressive and demands the note back, give it back. Maintaining your personal safety is more important than identifying a potentially counterfeit note. c. If they leave, make note of the passer's description, that of any companions, and any other identifying details. 	
5. Limit handling of the note. Carefully place it in a protective covering, such as an envelope. <ul style="list-style-type: none"> a. Write your initials and the date in the white border areas of the suspect note. b. Make a copy of the bill - front and back. 	3. Limit handling of the note. Carefully place it in a protective covering, such as an envelope. <ul style="list-style-type: none"> a. Write your initials and the date in the white border areas of the suspect note. b. Make a copy of the bill - front and back.
6. Fill out the USSS Counterfeit Note Report . Form can be downloaded at: <ul style="list-style-type: none"> a. WVU Revenue Services Website b. secretservice.gov (Report 19 on Table of Contents) 	4. Fill out the USSS Counterfeit Note Report . Form can be downloaded at: <ul style="list-style-type: none"> a. WVU Revenue Services Website b. secretservice.gov (Report 19 on Table of Contents)
7. WVUPD will question the passer.	
8. WVUPD will give you a card with the police report number on it.	5. WVUPD will give you a card with the departmental report number on it.
9. Surrender the note and the completed USSS Counterfeit Note Report only to a properly identified police officer.	6. Surrender the note and the completed USSS Counterfeit Note Report only to a properly identified police officer.
10. E-mail WVU Revenue Services to alert the office that the event has occurred. Include the WVUPD report number.	7. E-mail WVU Revenue Services to alert the office that the event has occurred. Include the WVUPD report number.
	8. Submit the deposit to the Business Office using the standard procedures. Include a copy of the Counterfeit Note Report so that missing currency can be offset to the over/short account.