



**Topic: Counterfeit U.S. Currency Handling**

**Executive Summary:**

The purpose of this memorandum is to establish a procedure pertaining to the detection and appropriate handling of suspected U.S. counterfeit currency.

**Coverage of this Procedure:**

This procedure applies to all Slippery Rock University offices, employees, student workers, interns and volunteers receiving U.S. currency for any reason on behalf of the University.

**Procedure:**

**I. Detection of Counterfeit U.S. Currency Notes:**

1. Counterfeit U.S. currency notes are not commonly created with starch-free paper which can be detected using a counterfeit detector pen:
  - U.S. currency notes in denominations greater than \$1 shall be tested with a counterfeit detector pen which is readily available from our office supply vendor in single and multipacks for larger operations.
  - If the U.S. currency note is counterfeit, the ink color will change to a dark color such as brown, dark blue or black.
  - If the U.S. currency note is not counterfeit, the ink will be a light color such as yellow.
2. Additional U.S. currency note security features can also be used to detect counterfeit notes. To learn about these security features, visit the U.S. Currency Education Program website at [uscurrency.gov](http://uscurrency.gov).

**II. If Counterfeit U.S. Currency is Detected:**

1. Do not put yourself in danger.
2. Do not return the suspected counterfeit note(s) or coin(s) to the passer.
3. Observe the passer and any companion's description. If possible, also observe and document a vehicle license plate number.
4. Delay the passer with some excuse and excuse yourself inconspicuously, if possible.
5. Notify your supervisor if possible and contact the Slippery Rock University police department at x3333 or (724)738-3333 from an outside line.

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6. For suspected counterfeit notes, write your initials and the date in the white border area.
7. Do not handle the suspected counterfeit note(s) or coin(s) any further. Place it inside a protective cover, a plastic bag, or envelop to protect it until you place it in the hands of a properly identified officer.
8. Only surrender the suspected counterfeit currency to a properly identified officer.