

Cash Handling General Procedure

Purpose:

- Provide direction for campus departments in the collection, custody, and reporting of monies, and outline specific cash handling procedures for department use.

Persons/Areas Affected:

- All campus departments receiving cash and cash equivalent payments.

Procedure:

- All incoming monies must be acknowledged with a receipt. Money must be given to the Cashier's Office for processing within one business day. A three-part receipt form must be included to indicate where the funds should be deposited, the amount, date and a signature. We recommend including an adding machine tape or cash register tape with deposit.
- Monies must never be unattended. This applies to cash registers, desk tops, and cash drawers. If an employee leaves his or her work station for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
- Individuals must keep working cash funds to a minimum at all times. Excess funds must be deposited in the Cashier's Office.
- No money will be received from a student for in-class materials at any time at any location other than the Cashier's Office.
- Cash received must not be used for making change without a purchase, or for petty cash purposes. Expenditures or refunds cannot be made from cash receipts.
- Funds must be kept secured until deposited, overnight storage is prohibited; night drop boxes are available at Student Accounts Office and the Police building on the Oceanside Campus and in the Administration building at San Elijo.
- Under no circumstances should an individual keep cash with their own personal funds, or take funds to one's home for safekeeping.
- Checks of all types received in-person or through the mail, should be restrictively endorsed immediately..... "For deposit only MiraCosta College".
- Departments/student club advisors to whom tickets are issued will be responsible for the safeguarding of the tickets while in their custody. Within three days following the function the group must submit the money and a reconciliation of total receipts, total tickets sold and total unsold tickets to the cashier's office, including the return of all unused tickets and receipts for deposits collected. The funds collected must equal the ticket cost times the number of tickets sold or the variance must be explained. All theatre, music or dance tickets will be sold through

student accounts or box office, persons receiving complimentary tickets voucher must redeem the voucher for a complimentary ticket.

- Whenever funds are deposited with the Cashier's Office the department should compare the sums recorded by the cashier with the "revenue to the department in the general ledger". Discrepancies should be reconciled immediately.