

Night Drop Box Procedures

Deposits in the drop box must be in a sealed bag or envelope and must contain a receipt with the amount, date, name of event, name, and signature.

“Please make sure money bag drops completely through slot”

Two employees are present during the removal of all night depository contents. The log will be signed by both employees.

The contents of the San Elijo box will be delivered to Oceanside Student Accounts via Armored Transport on the next available delivery. Authorized employees of the Campus Police will deliver contents of the box located at the Oceanside Police building to the Student Accounts office the next business day.

Keys to the night depository safe are limited to appropriate personnel; authorized personnel include campus police, police dispatcher and cashiers only.

Receipt of the deposit will be sent to appropriate party.