

Division of Student Affairs Events, Activities, and Merchandise Sales Cash Handling Procedures

These procedures are intended for the Division of Student Affairs Activities and Event cash handling. An event manager will be assigned to each activity or event.

Prior to Activity/Event:

The Event Manager will meet with appropriate staff member within their department or a Business Services representative to determine needs for equipment and change fund, i.e. cash register, card readers, tablets, tickets, change fund amount, etc., as well as determining, appropriate staffing needs for the event and ensuring appropriate trainings are or have been completed.

1. Change Fund: If needed, 15 days prior to the event, change funds will be requested through the department or Business Services staff. When change fund is available, funds will be picked up, and signed for, by the Event Manager and placed in a safe or cash register in a secure location.
2. Tablets – Some departments have PayPal tablets available through their office. Event pricing and line items may be built in under sub-categories labeled with program names and can remain stored for future use as needed.
3. Credit Card Reader(s) – Must be reserved from the USU Card Office. Reservations are on a first come first serve basis. Users must complete PCI training prior to use.
4. Cash Register(s), are reserved internally through departments or from Business Services on a first come first serve basis. Department staff or Business Services representatives will provide training as needed.
5. Tickets – Numbered tickets will be used for entrance into an event, when a cash register is not used for receipting purposes. Tickets will be purchased by departments as needed.
6. Two people or more are always present for selling tickets and cash handling at these events.

Day of the Activity/Event:

Times mentioned below may be altered as needed for other events.

1. Event Manager will retrieve appropriate equipment, etc. that was previously reserved. (If weekend event this will be done closest business day prior to event.)
2. If Change fund is used, cash will be retrieved from appropriate department or Business Services staff member. Chain of Cash Custody form (see attachment #1) is to be completed for each change of hands for the funds.
3. Event Manager arrives at event location with appropriate equipment, etc. 1.5 hours prior to event start time to set up and prepare disbursement of funds, tickets, etc. completing Chain of Custody forms for cash and tickets as needed. (see Attachment # 1 and 2).
 - a. Custody forms are completed to ensure security of funds and tickets. Each time either of these items change hands or are passed from one individual to another, the form is to be used.
4. When applicable, ways to purchase entrance to the event are set up.
 - a. Will Call/Pre-purchased
 - b. Credit Card Line – a receipt is issued via credit card machine and or via PayPal tablet through customer choice of text or email.
 - c. Cash Line – This is tracked through the cash register by selecting the applicable department codes for specific categories (i.e. student vs. non-student admission, types of food, etc.)

End of Event:

1. Event Manager is responsible for gathering all receipts, ticket rolls, and may assist with cash brought in through the event. Chain of Custody form is completed as this is done for both tickets and cash.
 - a. Cash from each cash line/box is sealed in a secure location, such as a safe, until it can be deposited. The Event Manager and one other individual will count out the change fund beginning amount. This is placed/sealed in a bag and marked as Change Fund. The remainder of the money is counted and placed/sealed in a bag and marked with \$ amount, event name, date. Sealed bags are placed in the safe. Custody form signed and held by Event Manager.
 - b. Event Manager gathers all equipment.
 - i. Credit Card Readers – Batches Out as directed by Card Office. Keeping receipts in provided envelope(s) per machine.
 - ii. Cash Register – Run X tape and/or Z tape as directed by departmental or Business Services procedure
 - iii. Tablets – If applicable, the tablet will be returned to the department and a PayPal transaction report, giving number and amount of transactions can be obtained through the department.
 - c. Event Manager will return all equipment, and tracking forms, on the next business day following an event.
2. Counting of Cash and reconciliation after the event.
 - a. Event Manager or Business Services representative will retrieve money from secure location
 - b. Event Manager or Business Services representative will count all cash, keeping a separate total for each deposit bag.
 - c. Report from the Cash Register used will provide information on number and \$ amount that should match. Event Manager compiles a report of all the transactions to balance.
 - d. Department representative or Business Services Representative will prepare deposits and deliver to Cashier's office, within one business day of the event.
 - e. Business Services representative reconciles the deposit to Banner, and compares to reports created using inventory sheet, Chain of Custody forms, etc.
 - f. The cash register balance sheet (attached) is to be filled out and turned in to Business Services or filed within the department for auditing purposes.

The department refers to the cash handling procedures posted on the Controller's Office website for any other situations not specifically addressed in these departmental procedures.

CHAIN OF CASH CUSTODY

Event: _____
Event Cash Manager: _____
Event location: _____
Event Date: _____

Received From: _____
Print Name Signature

Received By: _____
Print Name Signature

Date: _____ Time: _____ am/pm Amount: _____

Comments/Register #: _____

Received From: _____
Print Name Signature

Received By: _____
Print Name Signature Signature

Date: _____ Time: _____ am/pm Amount: _____

Comments: _____

Received From: _____
Print Name Signature

Received By: _____
Print Name Signature Signature

Date: _____ Time: _____ am/pm Amount: _____

Comments: _____

CHAIN OF TICKET CUSTODY

Event: _____

Event Cash Manager: _____

Event location: _____

Event Date: _____

Received From: _____
Print Name Signature

Received By: _____
Print Name Signature

Date: _____ Time: _____ am/pm

Ticket Color: _____ \$ _____ Beginning/Ending Number: _____

Received From: _____
Print Name Signature

Received By: _____
Print Name Signature

Date: _____ Time: _____ am/pm

Ticket Color: _____ \$ _____ Beginning/Ending Number: _____

Received From: _____
Print Name Signature

Received By: _____
Print Name Signature

Date: _____ Time: _____ am/pm

Ticket Color: _____ \$ _____ Beginning/Ending Number: _____

Received From: _____
Print Name Signature

Received By: _____
Print Name Signature

Date: _____ Time: _____ am/pm

Ticket Color: _____ \$ _____ Beginning/Ending Number: _____

Event: _____ Date: _____

CASH:

Z Tape Cash Total:\$ _____

Error Total (+/-):\$ _____

Total Z Cash:\$ _____

Total Cash Count:\$ _____

Cash Advance:\$- _____

Total Actual Cash:\$ _____

Difference Totals:\$ _____

Total Cash Deposit:\$ _____

If different, explain: _____

CHECKS:

Total of Checks:\$ _____

Z Tape Total Checks:\$ _____ Diff. \$ _____

If different, explain: _____

CREDIT CARDS:

CC Machine batch total:\$ _____

Z Tape Total Charge:\$ _____ Diff. \$ _____

If different, explain: _____

Signed: _____ Date: _____