

# Cash Box Process


## Overview

A cash box must be requested any time money is to be collected outside of the campus' designated cashier offices. This ensures that employees who are not regularly responsible for cash handling have completed the necessary training and acknowledgements to do so. It also ensures that funds will be handled in a secure manner, and with sufficient documentation for audit purposes.

## Cash Box Request Form

Cash boxes should be requested at least 3 days in advance of the date that they are needed.

Begin by completing the Cash Box Request and Reconciliation Form here:

 [Cash Box Request and Reconciliation Form.pdf](#)

The easiest way to complete the form is to download it to your computer and open it in Adobe Acrobat. The form can not be filled out in a web browser, so please save it somewhere on your computer and open it through the Adobe Acrobat application. Any field that can not be filled is intended to be completed by the Business Services office.

If necessary, the form can be printed. These are the fields that must be completed:

- **Scheduled Pick Up Date**

The date you intend to pick up the box.

- **Scheduled Return Date**

The final date that you intend to turn in the box and complete the reconciliation and deposit. Please note that the box needs to be returned to a secure location every day. See the *Cash Box Retention* below for additional details.

- **Requester Name**

- **Activity Name**

- **Activity Purpose**

A brief description of what the activity entails, what will be collected or sold, and the intent of these funds.

- **Receipt Book or Tickets**

All sales must be recorded with either a receipt book (with carbon copies), or two-part tickets. A receipt book allows for documenting who made each payment and what they paid for. It also allows for recording sales or donations for various amounts.

Two-part tickets are suitable for events where a large number of sales will be made for the same amount and the same thing, and it is not necessary to record who these sales were made to. Admission to an event would be a suitable use for two-part tickets.

- **Change Fund Requested**

If you need to make change, you can request a box that includes a starting cash balance here. Enter the amount of change needed and the denominations. The Business Services office will issue a petty cash voucher when the box is picked up.

- **Chartfield for Deposit**

This is the FMS chartfield string where the funds should be deposited. It should be in the format: PVC09-[account]-[operating unit]-[fund]-[department]-[function]

As an example, the account string for the Ceramics Club would be:

PVC09-48090-PVMAINCA-910-919320-STDNT\_SVCS

If you need assistance determining the chartfield string, please feel free to reach out to the Business Services office at [DL-Fiscal@paradisevalley.edu](mailto:DL-Fiscal@paradisevalley.edu), or by phone at 602-787-7040 (77040). Here is a brief overview using the example above:

**Account** - This describes the type of revenue received. 48090 is "Miscellaneous Revenue". 44200 is "Donations". Revenue is always recorded under accounts starting with "4".

**Operating Unit** - This relates to the physical location that the funds are for. Most revenue funds are under PVMAINCA for the main campus.

**Fund** - Funds describe a broad overview of the intent of the account. The intent of most cash boxes is to raise funds for club accounts, which are under Fund 910.

**Department** - This describes which department or club that the funds are for. 919320 is "Ceramics Club".

**Function** - Functions are used to group department numbers by their intent. Club accounts will always use STDNT\_SVCS, or 'Student Services'.

- **Cash Handling Acknowledgement**

Please read the Cash Handling Guidelines/Procedures document, then enter your name, the current date, and your signature on the last page when finished.

# Submitting the Form

When you have completed the Cash Box Request and Reconciliation form, please make sure to save it, then send a copy of the document to [sbs@paradisevalley.edu](mailto:sbs@paradisevalley.edu). Paper forms can be dropped off at the Staff Window in the KSC Welcome Center.

Once the form has been reviewed you will receive a confirmation email or a request for more information.

# Cash Box Retention

If an event takes place over several days, the cash box must be returned to the Business Services office, or the College Police office after activities are complete each day. The box should be turned in to the Business Services office if this is an option. The cash box requester is responsible for coordinating in advance with the Police Commander if the event will end after the campus' regular student services hours.

Boxes can currently be returned to the Business Services office at the Staff Window in the KSC Welcome Center during these hours for the Fall and Spring semesters:

8:00am to 5:00pm Monday through Thursday

8:00am to 2:00pm Friday

The cash box requester will retain the key to the box between the days of the activity.

# Using the Cash Box

The [Cash Handling Guidelines/Procedures](#) document should be considered the primary source for the cash handling rules. This section will serve as a step-by-step overview.

If you are using a receipt book, a receipt must be recorded for every sale or donation made. If the payer does not require a receipt, the original copy can be left in the receipt book. Please include the date, the name of the person paying, what they are paying for, and the amount. If the payer wishes to remain anonymous, you are still required to record all information related to the sale or donation except for their name. At the end of the event, the total of the receipts must match the amount to be deposited.

Please make sure to write firmly so that the information is retained on the carbon copy. Open the book or use the included cardboard backing so that the information does not bleed through to the next page of receipts.

If the event will use two-part tickets, each ticket stub must be retained. At the end of the event, these will be counted and must match the amount to be deposited.

# Reconciling the Cash Box

Before returning the cash box to the Business Services office, the following steps must be completed:

The total sales must be determined by adding the amounts of each receipt, or counting the number of ticket stubs.

Two people must count the total cash in the box, including the change fund if one was requested. These can be a club member and the advisor, or two employees. A supervisor, division chair, or admin assistant can provide the second count. The result of the count will be recorded on a "Cash Box - Cash Count" form which will be included in the box. After deducting the change fund from the total cash, this should match the total sales.

When the Cash Box Reconciliation Form is complete, the box can be returned to the Business Services office. The Business Services employee will:

- Verify the total sales by counting the receipts or ticket stubs
- Verify the total cash and match this to the Cash Box Reconciliation Form
- Close the petty cash form for the change fund if needed

At this point the remaining information on the Cash Box Request and Reconciliation form can be completed, including a signature on the "Returned By" field. The Business Services employee will create a Departmental Receipt for the deposit and will provide a copy of this.

The Business Services office will retain the following documents:

- Completed Cash Box Request and Reconciliation Form
- Departmental Receipt
- Cash Box - Cash Count form
- Carbon copies of receipt pages or two-part ticket stubs

## Questions

For any questions about this process, please contact Business Services at [DL-Fiscal@paradisevalley.edu](mailto:DL-Fiscal@paradisevalley.edu), or by phone at 602-787-7040