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Paradise Valley Community College

Cash Handling Guidelines/Procedures

The following guidelines and procedures have been developed to provide direction for college employees engaging in the collection and handling of cash. Included in the definition of cash are coins, currency, checks, money orders, credit cards and cash equivalents (tokens, gift cards and stamps). Business practices and internal controls have been established as a requirement of participating in cash handling activity to ensure proper accountability.

College departments and employees engaging in the collection of cash must be pre-approved by the Business Office **prior to** the activity.

1. All cash handling shall be performed by, or supervised by, board approved employees.
2. All individuals engaging in the collection of cash must review these guidelines and procedures prior to participating in cash handling activities.
3. Any one individual cannot have responsibility for more than one of the cash handling components. These components are defined as: collecting, depositing, and reconciling.
4. All credit card payments must be made directly with the Business Office.
5. A lockable cash box must be used for the collection of cash and/or checks. Lockable cash boxes are available for check out from the Business Office. The process to request a cash box can be found here: www.paradisevalley.edu/employees/fiscal-services under Forms & Resource Information.
6. Cash box change funds must be provided by the Business Office using a petty cash form.
7. No personal funds can be used as any portion of the cash box change fund.
8. Two-part, pre-numbered receipts are required for the collection of cash. Receipt books meeting this requirement are available at the Business Office.
9. Each cash sale must be receipted at the time cash is collected
10. Expenditures cannot be made from revenue prior to deposit with the Business Office.
11. Cash boxes must be returned to the Business Office if the event ends during business hours, or the College Safety Office if the event ends after business hours, on each day of the activity. All funds must be deposited with the Business Office by close of business on the last day of the activity.
12. **After Business Hours Process**
 - **The locked cash box is delivered to the College Safety Office then retrieved the next business morning for deposit with the Business Office.**

- Drop off activity must be coordinated in advance with the Commander of Public Safety and/or his designee.
- Keys to the lock box will be retained by the Activity Coordinator.
- Public Safety will provide a cash box receipt to the Activity Coordinator.

13. The Business Office receipts all funds presented for deposit.

14. All activities involving the collection of cash are subject to random audits performed by the Business Office and/or District Internal Audit.

15. All documentation including training acknowledgements, logs, receipt copies, and reconciliation paperwork must be retained for 3 years and are subject to random audits.

16. No department shall maintain a change fund in excess of \$50.00 without approval of the Director of College Business Services, except for the Center for the Performing Arts (CPA). The CPA shall maintain a maximum of \$250.00 change fund unless a higher amount is approved by the Director of College Business Services

17. College Coin Operated Machines

- Collection of money from college coin operated machines must be processed monthly.
- Two board approved employees must be present when a coin operated machine is emptied.
- All monies must be immediately deposited with the Business Office.
- Funds are receipted at the time of acceptance and deposited daily.

18. Ticket Sales

- A ticket sales report summarizing the number of tickets sold and the corresponding revenue collected is required for each event.
- Two-part, pre-numbered tickets are required for all events.
- When a ticket is sold a ticket stub is retained.
- The ticket-taking responsibility must be separated from ticket sales.
- Tickets are collected and torn at the entry to the event.
- Ticket stubs are used for reconciliation of revenue to sales when the event has ended.
- Cash, checks, and credit card sales collected are counted and reconciled to the number of tickets sold. Reconciliation lists the number of tickets printed, the number sold, and the number remaining. Remaining tickets are counted and retained in a secure location.

19. Complimentary Tickets

- Division Chair and/or Department Manager must pre-approve the number of complimentary tickets issued and to whom.
- All complimentary tickets are signed for by the recipient.
- Division Chair and/or Department Manager approving the issuance of the complimentary tickets maintain the signature log and collect all unused tickets at the conclusion of the event.

20. Concessions

- A concessions report is required for each event.
- Prior to and at the end of each event an inventory count of all concessions is performed and recorded.
- Event sales are recorded at the time of the sale.
- Cash, checks, and credit card sales are reconciled and reported.
- Funds are deposited with the Business Office.

I acknowledge the cash handling guidelines and procedures and agree to comply.

Employee Signature

Date

Employee Name - Print