

	<p style="text-align: center;">POLICY & PROCEDURE MANUAL <u>Associated Students of California State University Channel Islands, Inc.</u></p>	<p style="text-align: right;">Policy No.:ASI 10.0 Number of Pages1 of 1</p>
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Policy on Event Cash Handling

Procedure:

The Office of Student Leadership and Development should submit to Accounting a request for petty cash in the amount of \$100-\$200 dollars in denominations of small bills appropriate to the activity. The request should include a tax deductible amount along with their auction item.

At the conclusion of the event, the cashiers should count the cash and the receipts should reside in separate envelopes labeled by activity. Cashiers should write on the outside of each envelope the name of the associated activity. Each cashier should complete a Cash Handling Form. Once the total cash received has been accounted for, the event coordinator should be in charge of the event receives the key to the cashbox and the highest-ranking department staff person receives the cashbox and deposits it into the university safe depending on the amount. Otherwise, the cashbox will remain with the department and processed by Accounting.

Approved by the ASI Board on March 3, 2005:

Melissa Mirkovich, Chair