Athletic Cash Box

The Athletics Department has a cash box with $300.00 that is secured in the Business Services vault.

Cash Box Pick Up

There are 4 employees that are authorized to pick up the cash box:

- Nick Stavrianoudakis
- Grace Conde
- Shamiran Pourleyas
- Milan Motroni

The Cash Box will be picked up no earlier then 4 days prior to the event. The employee picking up the cash box will fill out the Check Out Form at the Business Services Office:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Return Date</th>
<th>Event</th>
</tr>
</thead>
</table>

The Check Out Form will be kept in the Business Services vault.

Cash Box Use

After the cash box has been picked up it will be housed in a secured location when not in use.

The money in the cash box is for making change at events only.

No purchases should ever be made using funds from the cash box

After the event the money will be counted by two individuals and the Count Sheet will be filled out.

The Count Sheet will be signed by both individuals
The Account Number that the funds are to be deposited will be included on the Count Sheet

A Set-Up Sheet will also be filled out
This will identify the denomination of funds to set the cash box up for the next pick up

Cash Box Return

The Count Sheet and the Set-Up sheet will be retuned with the Cash Box

This should be turned in no later than 3 days after the event

Filling out the Athletics Count Sheet

Two people must count the checks and money independently of each other
Each person needs to:
Run a calculator tape on the checks and initiale
Run a calculator tape on all funds - including checks - and initial
Sign the Athletics Count Sheet
The total of the cash, coin and checks is entered on the TOTAL line
The set up amount is subtracted from the TOTAL to arrive at the total deposit amount
The Event and Account Number where the funds are to be deposited is included on the sheet.

When the Cash Box it turned in, business office will retrieve the Check Out form from the vault

The Date Returned filed will be filled out
The form will be initialed by both the person turning in the Cash Box and the Business Office staff member

Business Services will then:
Verify the count
Deposit the amount over $300 to the account specified
Prepare the Cash Box based on the provided Set-Up sheet