

MORGAN COMMUNITY COLLEGE
STUDENT ACTIVITIES
CASH HANDLING PROCEDURES/AUTHORIZATION FORM

1. All student clubs/activities must first receive authorization to handle cash funds from the College Controller. The Controller, Club Advisor/Sponsor, and a Student Club Officer (preferably the Treasurer) will all sign the Cash Handling Procedures/Authorization Form.
2. All College personnel (in addition to the Club Advisor/Sponsor) responsible for handling cash must submit a Cash Handling Procedures/Authorization Form.
3. All deposits (cash and checks) must be physically always secured. These deposits must be kept in a secured area such as a lock box, locked desk, or locked cabinet drawer. These deposits are to be kept in sole custody of the advisor/sponsor assigned to the activity.
4. Student activities are not allowed to take credit card payments at any time.
5. Deposits must be made within three (3) business days from the date of receipt at the MCC Bookstore/Cashier.
6. All checks must be endorsed upon receipt. (Endorsement stamps can be obtained from the Accounting Office).
7. A revenue log or pre-numbered multi-copy manual receipts must be maintained for all deposit activities. (Receipt books are available for purchase at the MCC Bookstore.)
8. Each deposit to the MCC Bookstore/Cashier must be accompanied by a Non-Merchandise Deposit Slip available at the bookstore.
9. The Depositor is responsible to determine the proper Org/Account in which to deposit funds for each activity. Assistance with this will be provided by the Accounting Office.
10. The Club Advisor is responsible to maintain deposit receipts and check to make sure that the deposit is posted into the proper Org/Account in the Banner Finance System in a timely manner. This verification should be documented in some manner for audit. It is the responsibility of the Club Advisor to notify the Accounting Office of any discrepancies in a timely manner.
11. A copy of all revenue logs, pre-numbered manual receipts, and other documents will be reconciled to the deposit and then retained by the Club Advisor for audit evidence.
12. The Accounting Office will perform periodic audits of the deposits to ensure the cash control procedures are followed.
13. All deposits are maintained in sole custody of the designated Club Advisor/Sponsor from the point of receipt until they are deposited at the MCC Bookstore/Cashier.
14. Cash receipts should not be used to pay for incidental expenses. All receipts are to be deposited and expenses paid for with the College's established payment policies.
15. All fundraisers must be approved by the Student Life Coordinator, the Director of Development, and the College Controller/Business Officer in advance of any fundraising activities. The MCC Fundraising Approval Request must be submitted and approved prior to beginning any activities.

By signing below, I certify that I have read the above procedures and agree to adhere to those procedures.

Personnel/Student Signature _____ Date _____

Controller Signature _____ Date _____