CASH RECEIPTS

Completed By: _____   Estimate return date: _____

Date: _____

- What is the nature of the event that you are depositing funds for? Is another organization assisting you in sponsoring the event?

- How is fee determined?

- When is the money collected? Specific times or all day long, (before class or event starts, during or at end?)

- List the individuals and their association with Chapman University who can collect and have access to $$.

- How do you record money received?

- Where do you keep cash/checks?

- How often do you make deposit?

- Who deposits money?

- Do you always deposit all cash received? If not, why? And what use is it for?

- How do you track receipts to services? Do you issue numbered receipts? Or numbered tickets?

- Do you compare ticket sales to number of receipts for verification?

- Do you reconcile student or fee accounts for outstanding balances? How do you track?

- Is there a list of people who paid and is it compared to those who sit for event / test, ect.??

Supplies Requested   Please Complete

ITEM			CASH				
Credit Card Terminal (Manual)			Denomination	Quantity	Amount		
Credit Card Slips			10's				
Cash Box (With Keys)			5's				
Lost Key charge	$25.00		1's				
			Total Cash Amount				

APPROVAL INFORMATION   Please complete

Name of Approver:	
Title:	
**Signature of Approver:	
Pick-Up Person:	
Pick-Up Person's Signature:	

PLEASE SIGN IN THE PRESCIENCE OF CASHIER: PICTURE ID MUST BE PRESENTED WHEN PICKING-UP SUPPLIES