Associated Students Incorporated CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS	**POLICY & PROCEDURE MANUAL** *Associated Students of California State University Channel Islands, Inc.*	*Policy No.:* ASI 4.0 *Number of Pages:* 1 of 3

Policy on Cash Receipts and Disbursements

Procedure:

CASH RECEIPTS

All cash receipts must be logged on a Daily Receipt Log and submitted to a University Cashier to deposit. The Director of Student Leadership and Development, ASI Treasurer, or University President must approve all disbursements of ASI funds.

STUDENT AFFAIRS:

- Checks arrive in the ASI office.
- Hand written receipts are given for any form of payment that is received.
- Payment envelopes are sorted and given to the Coordinator of Student Leadership and Development
- The Coordinator of Student Leadership and Development completes and dates the Daily Receipt Logs

  Note: Checks/Cash are put on a one DRL.
  Credit Card transactions are place on the Credit Card DRL.

CASHIER'S OFFICE

- DRL are hand delivered to a University Cashier at the end of each day from Student Affairs.
- A University Cashier endorses and makes copies of all the checks.
- A University Cashier reviews the DRL for accuracy and makes changes if necessary. He/she will initial the DRL.
- A University Cashier processes all credit card transactions.
- A University Cashier hand delivers all DRLs with backup to an Accountant.

ACCOUNTING:

(Accounting deposits funds and records in their system with initial information from the DRL. After the formal batch report is completed, Accounting can adjust entries if information indicates any changes are needed.)

- The Accountant reviews the DRL with back up and makes any necessary changes.
- The Accountant initials the DRL.
- The Accountant enters the information into QuickBooks and prepares the deposit slip.
- The Accountant makes a copy of the deposit slip, prints the deposit detail and attaches them to the DRL packet.

- The Accountant hand delivers the deposit to a University Cashier and he/she will prepare the paperwork to send the deposit with the armored car service.
- Deposits are picked up in the Professional Building on Monday, Wednesday and Fridays. The armored car service delivers the deposit to the Bank of America vault in Los Angeles.
  Note: The date of the deposit must be the date that the checks are actually taken to the bank.
- All DRLs are filed in the Accounting Office.

DISBURSEMENTS

CHECK REQUESTS:
Expenses are processed once original invoices, not statements, (with the exception of Credit Cards) are received by Accounting.

Accounting stamps invoices with the received date and forwards them to the Director of Student Leadership and Development.

A Check Request Form must be filled out for direct pay invoices and the invoice must be stapled to the Check Request Form.

A Travel Expense Claim Form must be filled out for travel expense reimbursement. Receipts substantiating expenses must be attached. If a receipt is missing, then a Lost/Missing Receipt form must be attached.

Other employee or student reimbursements are submitted via Check Request.

Purchase Order (P.O.) invoices are sent to ASI from Accounting. P.O. invoices are stamped by Accounting and the P.O. number is recorded on the stamp. The invoices are then forwarded to the Director of Student Leadership and Development for approval.

Check Requests and/or stamped invoices are forwarded to the Director of Student Leadership and Development or the Associate Dean of Student Life for review and signature.

Check Requests, invoices and support documents are copied.

Original documents are then sent to Accounting for payment. Accounting will date stamp documents upon their receipt and forward them to the ASI Treasurer for review and signature approval. Documents are returned to Accounting and the data is then entered into the accounting system for payment.

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CREDIT CARDS:
Credit Card statements arrive once a month. Credit Cards are registered in the name of individuals and monitored by the Director. A Credit Card reconciliation should be filled out on the proper reconciliation form for each Credit Card statement received.

A copy of the invoice or receipt for each item MUST be attached to the reconciliation and statement. If a receipt is missing, a Lost/Missing Receipt Form must be filled out and attached to the reconciliation and statement.

The packet is then submitted to the cardholder for signature followed by the Director of Student Leadership and Development, ASI Treasurer, or University President for approval signature.

Accounting will enter data into accounting system for payment.

Approved by the ASI Board on March 3, 2005:

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Melissa Mirkovich, Chair