Article 3A
Policies and Procedures for Receiving and Depositing Funds

3A.1 Handling of Funds Generated by the Department of Athletics
The Department of Athletics Business Office and the Associate Athletics Director are responsible for managing and recording the receipt and deposit of all funds generated by the Department. The Business Support Specialist I shall maintain a log by fiscal year of all transaction documents (e.g., copies of checks, credit cards transactions) and receipts issued by the Athletics Business Office. A receipt book obtained from the University Business Office and maintained in the office of the Business Support Specialist I by fiscal year is used for all funds receipt transactions.

3A.2 Sponsorship Funds and Miscellaneous Revenue
Sponsorship checks are received in the Athletics Business Office by the Associate Athletic Director and deposited the same day into the proper revenue account. In the absence of the Associate Athletics Director, the Business Support Specialist I may deposit incoming funds into the athletics clearing account (#000500-1610) in FAMIS through the University Business Office.

3A.3 Ticket Sales Revenue
Ticket sales revenue is managed and recorded by the Ticket Manager. The Ticket Manager maintains records of all Ticket Office transactions and all game day ticket sales made at the game site, special event (i.e. cross country meet) entry fees, etc. The Ticket Manager transfers the ticket sales revenues to the Associate Athletic Director for deposit into the proper revenue account. In the absence of the Associate Athletics Director and with his/her approval Ticket Manager may deposit the revenues.

3A.4 Sports Camps
Camps that are operated on-campus follow procedures similar to those noted in previous sections. Once payment is received for registration fee, t-shirt sales, concession sales, etc., a receipt is written from the University Business Office receipt book by the camp coordinator, and this payment is logged into an excel spreadsheet along with the campers personal information (name, address, date registered, form of payment, and receipt number). Deposits into the proper Department of Athletics account are made daily using a deposit form that is given to each camp coordinator. The camp coordinator makes a copy of checks and cash received and fills out the deposit form prior to bringing the proceeds to the Department of Athletics business office for deposit. Camps have not ever accepted payment via credit card. The receipt from the Department of Athletics business office notes the account, amount deposited, starting and ending receipt numbers, date of deposit, and the person making the deposit. Receipts are made from the University Business Office receipt book for payments that are either mailed or received at the beginning of the camp. Copies of the deposits (payments and receipts) and a log of all the participants are also forwarded to Community Outreach office for their record keeping. Upon completion of the camp, the account is reconciled in FAMIS by Community Outreach using the spreadsheet generated, receipts written, and taking into account any expenses incurred.

3A.5 Receipt Procedures
All funds received by the Department of Athletics are documented by the issuance of receipts. Receipt books are used to generate the receipts. These receipts are a 3-color-copy, numbered receipt where the white copy is kept in the book permanently and the pink or yellow copy is given to the customer. The receipts allow for the reconciliation of funds with FAMIS by the account supervisor. The receipt books are obtained from the University Business Office located in the Student Services Center. Receipt books are kept in the possession of the user for the duration of time needed. At least one receipt book is always kept in the possession of the Department of Athletics, and may be used for miscellaneous receipts from any source. When a receipt book has been completely used the Department of Athletics returns it to the University Business Office in order to receive a new receipt book. Upon conclusion of the camp, the camp coordinator should turn in any unused portion of the receipt book to avoid future entries unrelated to that camp or misplacement of the book. The used receipt books are stored in the vault in the University Business Office.
3A.6 Handling Funds Prior to Deposit

Regardless of the receiver of the cash or checks (coaches, staff, etc.), any form of currency kept overnight in the Department of Athletics prior to deposit is kept in a locked filing cabinet in a locked storage office in the athletic business suite. Only the Business Support Specialist I, Ticket Manager, Associate Athletic Director, and Director of Athletics, have keys to this storage office. During the next business day, the receiver may check back out the funds for deposit from one of these four individuals. If money is collected off campus or during non-business hours (weekends) then that individual is responsible for safe guarding those funds until available for deposit. These situations arise when selling tickets during off-campus sporting events, raffle tickets, admission fees for luncheons and dinners, or other fund raising activities. All checks must be restrictively endorsed by the person who is receipting at the time of preparing before submission to the university business office.