

CHANGE FUNDS

CHANGE FUND CASH CONTROL PROCEDURES

1. Pre-numbered sales tickets or cash register receipts should be utilized for all transactions.
2. Access to the change fund should be restricted.
3. Deposits and sales will be made in compliance with University policies and procedures when change funds are utilized.
4. All change funds should be located in a locked or secure area.
5. Change funds should be reconciled on a daily basis to sales and/or deposits.
6. A supervisor should make an unannounced reconciliation of the change fund at least monthly.
7. ALL discrepancies should be documented and reported to supervisory personnel.
8. The transfer of accountability of cash between the change fund custodian and any other personnel should include a receipt acknowledging the receipt number and dollar amount of the money.