Money Handling Guidelines

• Create reasonable and reliable procedures for your group so there is no ambiguity regarding the responsibilities of student handling group proceeds.

• If you plan to collect cash, please make sure to use a cash box. If your group does not have one, you can check one out from the LEAD Center front desk.

• Have an easily readable and retrievable system for recording how much money is received, from whom, on what date and for what purpose.

• Whenever possible, be prepared to give receipts, i.e. a ticket, a membership card, or a receipt from a receipt book, for any money received.

• Review personal checks for correct date, amount and completed signature. IMPORTANT: Checks must be deposited within 6 months of date issued or they will expire!

• If you are ASUC Sponsored, checks should be written to "ASUC/[student group name]" .

• Do not carry around group money in your wallet or backpack. Do not leave cash/checks in a group office or in a place where people congregate. If you cannot deposit immediately, contact your advisor to make special arrangements.

• Deposit cash and checks by 5pm of the day collected. Even if you have just one check for $10.00, do not wait beyond a week to deposit. Students will forget they wrote the check, will close their account or overdraw their funds, which will require you to take on the daunting and somewhat embarrassing task of hunting them down to write another check plus the $30 bounced check fee.

• When depositing cash, do not use the front desk lobby area to count the cash. For security purposes, LEAD Center front desk staff will direct you to an area specifically designated to safely count cash and prepare your deposit.

• Deposits over $500 cash should be brought between 1:30pm-4:00pm.

• If you anticipate fundraising or collecting more than $250 in cash in a day, please contact your advisor if you cannot make regular LEAD Center office hours to deposit.

• If you anticipate fundraising or collecting more than $500 in cash in a day, you must contact Event Services as this needs to be registered with UCPD.