
MONEY HANDLING AND PURCHASING PROCEDURES

Money Handling Procedures

- **ALL** exchanges of money (cash, checks, money orders & cashier's checks) require that a receipt be given by the person receiving the money to the person delivering the money.
- **ALL** money must be delivered to the campus secretary/bookkeeper daily for deposit.
- Copies of receipts given should be retained by both parties.
- Receipts should be reconciled with all money turned in and deposited.
- Cash received **MUST NOT** be used for purchases, check cashing, loans, advances, reimbursements, or for any other purpose and must not be co-mingled with other money.
- Petty cash is prohibited.

Purchasing Procedures

- **ALL** purchases whether by purchase order or reimbursement require approval in advance.
- All requisitions for reimbursement must be supported by receipts for the exact money spent.
- A cash advance should be requested in order to make those purchases necessary where cash is required and subsequently supported by receipts for money spent and/or return of unspent cash.
- Any purchase shall be made in accordance with the District's purchasing guidelines and policy.
- No orders are to be placed prior to a purchase order number being issued by Business Office - the requisition number is not the purchase order number.
- No purchase is to be made from money collected awaiting deposit.

I acknowledge by the signing of this document that I have read and agree to abide by the money handling and purchasing procedures stated above along with the "Activity Fund Manual."

Date

Signature

Name (Printed or Typed)