CASH RECEIPTS

Completed By:

Date:

- What is the nature of the event that you are depositing funds for? Is another organization assisting you in sponsoring the event?
- How is fee determined?
- When is the money collected? Specific times or all day long, (before class or event starts, during or at end?)
- List the individuals and their association with Chapman University who can collect and have access to $$.
- How do you record money received?
- Where do you keep cash/checks?
- How often do you make deposit?
- Who deposits money?
- Do you always deposit all cash received? If not, why? And what use is it for?
- How do you track receipts to services? Do you issue numbered receipts? Or numbered tickets?
- Do you compare ticket sales to number of receipts for verification?
- Do you reconcile student or fee accounts for outstanding balances? How do you track?
- Is there a list of people who paid and is it compared to those who sit for event / test, etc.??

Supplies Requested  Please Complete

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CASH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Terminal (Manual)</td>
<td>Denomination</td>
</tr>
<tr>
<td>Credit Card Slips</td>
<td>10's</td>
</tr>
<tr>
<td>Cash Box (With Keys)</td>
<td>5's</td>
</tr>
<tr>
<td>Lost Key charge</td>
<td>$25.00</td>
</tr>
<tr>
<td>Total Key charge</td>
<td>1's</td>
</tr>
<tr>
<td>Total Cash Amount</td>
<td></td>
</tr>
</tbody>
</table>

APPROVAL INFORMATION  Please complete

Name of Approver:
Title:
**Signature of Approver:
Pick-Up Person:
Pick-Up Person's Signature:

PLEASE SIGN IN THE PRESENCE OF CASHIER: PICTURE ID MUST BE PRESENTED WHEN PICKING-UP SUPPLIES