

IN-DISTRICT TOURNAMENT CASH HANDLING PROCEDURES

Shirts:

- The host campus coordinator will contact each participating campus coordinator and provide the price of each shirt.
- The participating campus coordinator needs to determine the number of shirts needed for their location and email the host campus coordinator and host campus secretary/bookkeeper.
- When the purchased shirts have arrived, the host campus coordinator will deliver the number of requested shirts to the participating campus coordinator.
- All remaining shirts are the responsibility and property of the host campus.

Purchasing:

- Once all of the requests have been submitted, the host campus will place the order for the shirts using an approved vendor through the campus secretary/bookkeeper.
- Each participating campus secretary/bookkeeper will need to transfer the appropriate funds, through a journal entry, according to the requested number of shirts sent to the host campus.
- Agreements and Contracts must be sent to Director of Purchasing or Superintendent of Finance for approval.
- Director of Purchasing will approve the method of payment (Purchase Order, Non-Standard, Petty Cash check, etc.) to be initiated.

Collection of Money:

- Each participating campus coordinator or designee will be responsible for collecting funds and receipting students.
- Funds collected from participating campus must be deposited with the participating campus secretary/bookkeeper.
- No money is to be exchanged across campuses by employees.
- All transactions will occur through campus secretary/bookkeeper.
- Money should be collected according to the money handling process located in the Business Office Procedure Manual.
- Money collected should be cash, money order, or cashier checks. **NO** personal checks.
- Cash collected should be deposited with the campus secretary/bookkeeper as soon as all funds have been collected.
- Collected funds should be deposited to the appropriate campus account, Fund 461 or 865 (with principal approval).
- T-Shirts are a taxable item and the campus is responsible for reporting the tax.