

OUTDOOR RECREATION (ORC) – CASH HANDLING

Purpose: The purpose of this document is to outline the standard procedure by which ORC staff members handle cash in the form of credit card receipts during shifts.

Scope: The Outdoor Recreation Center (ORC) rents thousands of dollars' worth of inventory each year. Although we do not handle cash in the ORC, credit card receipts must be turned in at close each day. The following protocol will protect individual ORC employees from penalties associated with mishandling credit card transactions.

Procedure:

I. OPENING SHIFT

- a. The shift cashier will sign into the computer and into Fusion.

II. ENDING SHIFT

- a. When the shift cashier's shift ends and the replacement arrives, the shift cashier leaving will print the TENDER SUMMARY for the hours worked and LOG OUT of Fusion.
- b. The shift cashier will fill out the green and gray closing slip.
- c. The SIGNED tender summary, and any credit card receipts from that shift will be placed into the plastic deposit bag.
 - i. If no profit/sales were made, no tender summary will print, but still complete the end section of the gray reconciliation form.
- d. Upon completion, the exiting shift cashier will give the bag to Facility Manager, who will put the bag in the safe.

III. CLOSING SHIFT

- a. Once the doors to the ORC have been closed, the shift cashier on closing shift will complete the following:
 - i. Print the tender summary and log out of Fusion.
 - ii. Put ALL credit card slips, and reconciliation forms in the clear plastic bag.
 - iii. Give the deposit bag to a facility manager, who will put it in the safe.

All questions or concerns pertaining to ORC cash handling procedures should be directed to the Assistant Director for Outdoor Recreation