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

Scope: The Outdoor Recreation Center (ORC) rents thousands of dollars’ worth of inventory each year. The following protocol will protect individual ORC employees from penalties associated with mishandling cash and credit card transactions. Additionally, these policies will keep UGA Outdoor Recreation compliant with mandates handed down from the University with regard to cash handling procedures.

ORC Cash Handling:

I. OPENING SHIFT
   a. The student identified as “shift cashier” will pick cash bag up from Rec Sports business office and verify that $100 cash is in the bag. Report any discrepancy immediately.
      i. Once a student signs receipt of the cash bag, that student is held responsible for the funds totaling $50.

   b. Once in the ORC, the shift cashier will complete the “shift 1” section of the gray cash reconciliation form by listing the funds in the bag and putting them in the register. NO ONE ELSE SHOULD BE IN THE CASH REGISTER UNTIL THIS SHIFT CASHIER CLOCKS OUT.

   c. 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 leaving shift cashier will count the cash in the drawer, leaving $50 in the drawer in the smallest bills possible, and remove additional profit (anything over $50) from the drawer.

   c. The cash profit, 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. The plastic deposit bag needs to be sealed and the outside information box needs to be completed. Upon completion, the exiting shift cashier will give the bag to Facility Manager, who will put the bag in the safe.

III. MID-SHIFT BREAK
   a. A shift cashier that needs to take a break (i.e. bathroom) will need to SIGN OUT of Fusion and count the funds in the drawer and sign the gray reconciliation sheet.

   b. The student who is relieving the shift cashier will ALSO count the cash and sign the sheet.
c. Upon returning from break, both employees will repeat the cash counting/signing the sheet process.

IV. 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. Close out the Credit Card Machine, regardless of whether sales were taken that day.
      iii. Count the drawer and complete the reconciliation form.
      iv. Put ALL cash, credit card slips, and reconciliation forms in the yellow cash bag. ZIP and LOCK the bag.
      v. 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