

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 opening shift cashier will sign into the computer and into Fusion.

II. SWITCHING SHIFTS

- 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 cashier will SIGN the tender summary and place it in the plastic deposit bag. Any credit card receipts from that shift will be placed into the plastic deposit bag.
 - i. If no profit/sales were made, the cashier does not need to print a tender summary. They simply need to LOG OUT of Fusion.
- c. The new cashier will LOG IN to Fusion.

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. Sign the tender summary and place it in the clear plastic bag.
 - 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