Sample of check/cash management procedure in place

- 1. TOPS Director collects monies (checks/money orders or cash), makes sure it's payable to FAU and logns into spreadsheet and initials
- 2. TOPS Director takes monies to TOPS Coordinator before day.of
- 3. TOPS Coordinator then:
 - Makes copies of checks and cross references to TOPS Director spreadsheet and initials
 - o Notates registration form with balance/full tuition received
 - o Stamp checks with Bank Deposit Stamp (see Sampler2) letes departmental deposit form, bank deposit slip and bag

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Deposit 2018

Property Property					Deposit 2018								
Part							Returning						
Product Prod		Initials of	Funds Received				or New						
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1920 1920	Received	Recepient/Preparer	VIA	Deposit Date	Check Marrie	Camper(s)	Campei	UK#	Amount	Checked by Director	Balance	Palu	SCHOIGHSHIP
	1/9/2018	TT	mail	1/9/2018	John Doe	John Doe Jr.	Returning	2018	\$50.00	EMA	\$530.00		
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