

Oberlin College & Conservatory

Student Union Cash Bag Service Policy

Policy Title: Student Union Cash Bag Service Policy

Responsible Position for Policy: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

Office/Department Responsible for Policy: Student Union Office (Wilder 111)

Division Responsible for Policy: Student Life

Original Issue Date: (01/2020)

Last Revision Date: (05/26/2020)

Log of Previous Revisions: (02/2020)

I. Policy Purpose: Cash bags for things like set up cash for a student organization sale are available through the Student Accounts Office.

II. Policy Statement:

III. Policy Scope/Eligibility: Policy applies to all administrators, staff, faculty, organizations, students and visitors.

IV. Administration: Campus Safety

V. Procedures: Consequences and suggestions on ways to avoid violating the posting policy are included inside the policy. *(needed information for executing use of the policy, including consequences for non-compliance; information that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.)*

- I. To request a cash bag and/or money set-up for a program, fill out a "Cashbox Request" form available in Wilder 111 or in the Student Accounts Office. Requests must be turned into the Student Accounts at least 3 days in advance of your event. The Student Accounts Office is open Monday – Friday 8:00 am – 4:00 pm.
- II. Any coin requests must be in multiples of rolled coins (i.e. dimes = \$5, quarters = \$10, nickels = \$2, pennies = 50 cents).

- III. Cash bags may be picked up in the Student Accounts Office during normal business working hours.
- IV. At the close of your program, make certain a copy of the request with the form completed indicating the total amount of cash in the bag. Lock the bag and contact Security. Campus Security (440-775-8444) will come to wherever you are on campus to pick up the bag and will turn it into the Student Account Office the next work day. Please do not take the cash bag back to your room.
- V. A fine covering the set-up amount and the cost of the cashbox will be assessed any student organization or individual found in violation of rule 4.
- VI. Before returning your cashbox, you must count the money. In the bag you will find the "Cashbox Request" form which must be filled out in full and placed inside the cashbox. In addition, coins must be sorted in the tray and the paper currency sorted and bundled with rubber bands. Turn in ALL the money collected. Student Accounts will take out the "start-up" cash and deposit the rest into your student organization account.
- VII. Make certain the name of your organization and account number is filled in on the form.

Reviewed: 2.2020