

UAM OPERATING PROCEDURE 360.1  
RE: Cash/Check Receipts and Authorized  
Cash/Check Collection Sites

May 1, 1982  
Revised: July 1, 1997  
Revised: July 1, 1999  
Revised: July 1, 2011  
Revised: February 3, 2020

The following are authorized collection sites: Cashier's Office, Bookstore, Residence Life, (housing deposits), Human Resources Office (insurance payments-checks only), Fine Arts Center (special events ticket sales), Athletic Ticket Booths. No other individual or location is authorized for collection.

All University vending/copier receipts should be counted by the Cashier's Office. Each machine should have a counter that monitors the number of items sold or copied, and a reconciliation should be made between the counter and the actual cash collected.