



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

The Office of Accounting and Financial Services is solely responsible for the collection and control of all University related cash receipts. All cash receipts must be deposited through the Office of Accounting and Financial Services into the proper University account.

The collection and control of cash receipts and all other financial affairs of Morehead State University shall be governed by the provisions of KRS 164A.555 through KRS 164A.630.

The Office of Accounting and Financial Services will routinely delegate the authority and responsibility to collect cash receipts. Designated cash collection centers may be allocated an amount of cash from the Office of Accounting and Financial Services to serve as a permanent change fund.

Kentucky Revised Statutes 164A.630(3) states that: "Any officer, agency, or employee of any institution who willfully fails or refuses to comply with any other provisions of KRS 164A.555 to KRS 164A.630 is subject to indictment in the appropriate circuit court and upon conviction shall be fined not less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000) for each offense."

Any officer, agent or employee of Morehead State University who willfully fails or refuses to comply with the provision of the Cash Receipts and Operating Cash Fund Policy or the procedures for either of these policies, may be held personally liable for any loss or other misuse of funds.

PROCEDURES FOR COLLECTION AND CONTROL OF CASH RECEIPTS FOR CAMPUS EVENTS REQUIRING TICKET SALES (Promulgated under Policy PG-46)

1. All tickets for all events must be pre-numbered (or have seat assignments, if applicable) by the company or facility that prints the tickets.
2. If the tickets are purchased from an outside agency, the agency must be able to provide and certify listing of the tickets printed. This listing will denote reserved seating (section and row) and total tickets. It will also denote how many "general admission" tickets were printed.
3. If the tickets are printed on campus, they must be pre-printed and stubbed. MSU Document Center must account for all tickets printed and certify to the purchasing unit that all tickets are as represented, denoting how many of each kind of ticket were printed. If the event is a multi-day event, that must be disclosed to the purchasing unit by the day and numbers of tickets also.
4. If the event is of the type that pre-printed tickets are not necessary or desirable, theater type tickets may be purchased from outside agencies or the University Bookstore.
5. All sales of tickets must be reconciled. The number of tickets sold, by type, multiplied by the price(s) will determine the amount of the total sales. The total numbers of tickets sold plus the number of "complementary" tickets plus the number of unused tickets must equal the total number of tickets available.
6. All "complementary" tickets must be so stamped, on the ticket itself and on the stub thereof. If there are other circumstances wherein the price of the ticket is discounted, the ticket and the stub must be so stamped. This provision requires the unit to account for all the tickets available. This includes student discount, senior citizen discount, etc.

APPROVED BY:

VICE PRESIDENT: (CFO) Teresa Lindgren DATE: 7/9/18

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: _____

PRESIDENT: Jay Morgan DATE: 7/9/18

DESCRIPTION (CONTINUED):