CMA Cash Handling Policy

Please read these rules carefully. If you have any questions or comments about this policy, please do not hesitate to contact the dean or the budget coordinator.

All CMA faculty and staff members who accept cash, check or credit card payments must adhere to these procedures, except by other written arrangements approved by the dean.

We typically collect cash, check or credit card payments for several reasons, such as product sales, camp registration, hall rental, and donations, etc.

All cash and checks collected at the CMA must be deposited within 24 hours at the Bursar's Office, unless prior arrangements have been made with the Budget Coordinator.

Checks accepted for payment should be made payable to Bowling Green State University and immediately stamped "FOR DEPOSIT ONLY--Bowling Green State University General Fund" (or other specifically authorized account). The budget coordinator, box office manager, recording services and college secretaries have a stamp specific to the college for deposit purposes. The CMA itself is not authorized to cash checks.

Excluding ticket sales at the Box Office, CashNet is the method used for recording the collection of cash and checks. The procedure to be followed is:

- The deposit is recorded into CashNet to the appropriate budget. One deposit receipt is printed and sent to the Bursar’s Office with the cash or check attached. A second copy of the receipt is sent to the department or person who presented the item for deposit. The following people have access to Cash Net; Mark Bunce, Chris Aftoora, Sherri White, Theresa Clickner and Leslie Galan.

All funds not deposited must be kept in the safe or in a locked cashbox. Please make these arrangements with Leslie Galan or Theresa Clickner. Funds are to be secured in the Moore Musical Arts center, and never be taken home or kept in your vehicle.

Occasionally donors will send contributions to the CMA. These contributions must be deposited with the Foundation. Please refer these to Leslie Galan or Linda Szych.

Returned Checks:

All checks returned to the University will be processed by the Bursar’s Office, which will notify the budget coordinator. The CMA will work with the Bursar’s office on a case by case basis.

Current Refund Policy

Check payments will be refunded by issuing a check. Credit card payments will be refunded by issuing a credit to the credit card. We do not issue cash refunds.

The University’s Cash Collection and Other Cash-Handling Procedures can be viewed at http://www.bgsu.edu/offices/treasurer/page25465.html.

Revised 08262011