

**EASTERN OKLAHOMA STATE COLLEGE
ATHLETIC FUNDS POLICY
POLICIES AND PROCEDURES**

LOCAL EVENTS

The Athletic Director is responsible for securing the personnel to work the gates and the concession stand at an athletic event. They are also responsible for seeing that student workers have adequate adult supervision or monitoring to ensure the correct handling of cash.

After the event, the Athletic Assistant will collect all cash funds. Gate Tickets are to be balanced to gate receipts and concession funds counted. A deposit report is to be completed. The Athletic Assistant will sign the deposit report and secure a second signature from another college employee verifying the total cash to be deposited.

The Athletic Assistant will then secure the funds along with the signed deposit report in a money bag/box which will be placed in the Athletic Department's safe, which is in a locked area. **THE ONLY PEOPLE TO HAVE ACCESS TO THIS LOCKED AREA OR THE COMBINATION TO THE SAFE ARE THE ATHLETIC DIRECTOR AND THE ATHLETIC ASSISTANT.**

The following day, all funds are to be transferred to the Business Office. A log of all athletic events will be kept in the Business Office. When funds are received in the Business Office, the log is to be dated and sign by the Athletic Assistant delivering the funds and the Business Office cashier receiving the funds. The funds will be recounted and deposited into the appropriate account. The signed deposit report will be attached to the Business Office's copy of the receipt. The second copy of the receipt will be given to the Athletic Assistant for their records.

EVENTS AT DISTANT LOCATIONS

When an event is held at a location other than the Wilburton campus and distance and/or time makes it impractical for the Athletic Assistant to secure the funds in the Athletic Department's safe, the regular procedures are to be followed as far as the funds being counted and the deposit report. The funds along with the signed (2 signatures) deposit report are to be placed into a locking money bag/box. (Only the Athletic Director and the Business Office are to have a key to the locking money bag/box.) Since the Athletic Assistant does not have a key to unlock the bog/box, the assistant will have the option to retain the funds in their possession until the following morning, at which time the funds are to be deposited in the Business Office.

MULTIPLE EVENTS

The Athletic Director will assign an Athletic Department employee to be at each location. The department's employee will be responsible for securing the personnel to operate the gates and concession stands. They will also be responsible for ensuring the student workers have adequate adult supervision or monitoring to ensure the correct handling of cash.

After the event, the funds are to be collected. Gate tickets are to be balanced to gate receipts and concession funds counted. A deposit report is to be completed. The Athletic Department employee will sign the deposit report and secure a second signature from another adult verifying the total cash to be deposited. All funds and the signed report are to be placed in a secure bag/box and returned that day/evening to the Athletic Director at EOSC's fieldhouse. The bag/box will be secured in the Athletic Department's safe and the area locked. The following morning, the Athletic Assistant will deposit all funds in the Business Office in the same manner as outlined above.