



Procedure Number: CO007

Original Date: June 21, 2006  
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John Griffin, Chief Financial Officer

**Title:** Procedure for taking payments and separation of duties regarding the CSUN meal plan.

### **Statement**

This procedure is established to document the payment process and separation of duties for payments made pertaining to the meal plan. This procedure works in conjunction with *AC016 – Cash receipts/separation of duties within the Accounting Office*.

### **Purpose**

To provide The University Corporation, (TUC), with: a) the procedure for receipting, processing, and depositing meal plan payments and b) documenting separation of duties and internal controls.

### **Procedure**

#### **Cash**

##### **1. Partial Payment**

- a. The customer fills out a form showing what is being purchased and how much is due.
  - i. Meal Plan Selection
  - ii. Term – Annual/Fall/Spring
  - iii. Amount Due
  - iv. Payment Option – Installment Plan
  - v. Signature
  - vi. Date
- b. The customer is directed to the Receptionist who takes the form and cash. The Receptionist verifies the payment (counts the money) and transfers the information from the form to the receipt book along with the payment information.
- c. The Receptionist gives the original receipt to the customer and leaves a copy in the book.
- d. Checks are endorsed upon receipt.
- e. Cash and checks collected by the Meal Plan Administrator and rung-up on the cash register.
- f. Cash and checks are kept in a locked drawer during the day.
- g. See *AC016 – Procedure for cash receipts and separation of duties with the Accounting office* for subsequent handling of receipts.

##### **2. Payment in Full**

- a. The Customer fills out a form showing what is being purchased and how much is due.

- i. Meal Plan Selection
  - ii. Term – Annual/Fall/Spring
  - iii. Amount Due
  - iv. Payment Option – Payment in Full
  - v. Signature
  - vi. Date
- b. The customer is directed to the Receptionist who takes the form and cash. The Receptionist verifies the payment (counts the money) and transfers the information from the form to the receipt book along with the payment information.
  - c. The Receptionist gives the original receipt to the customer and leaves a copy in the book.
  - d. Checks are endorsed upon receipt.
  - e. Cash and checks collected by the Meal Plan Administrator and rung-up on the cash register.
  - f. Cash and checks are kept in a locked drawer during the day.
  - g. See *AC016 – Procedure for cash receipts and separation of duties with the Accounting office* for subsequent handling of receipts.

## Check

### 1. Partial Payment

- a. The Customer fills out a form showing what is being purchased and how much is due.
  - i. Meal Plan Selection
  - ii. Term – Annual/Fall/Spring
  - iii. Amount Due
  - iv. Payment Option – Installment Plan
  - v. Signature
  - vi. Date
- b. The customer is directed to the Receptionist who takes the form and cash. The Receptionist verifies the payment (counts the money) and transfers the information from the form to the receipt book along with the payment information.
- c. The Receptionist gives the original receipt to the customer and leaves a copy in the book.
- d. The Receptionist makes one copy of the check and hands the check and copy over to the Meal Plan Administrator.
- e. The copy is kept in the student's file.
- f. Checks are endorsed upon receipt.
- g. Cash and checks collected by the Meal Plan Administrator and rung-up on the cash register.
- h. Cash and checks are kept in a locked drawer during the day.
- i. See *AC016 – Procedure for cash receipts and separation of duties with the Accounting office* for subsequent handling of receipts.

### 2. Payment in Full

- a. The Customer fills out a form showing what is being purchased and how much is due.
  - i. Meal Plan Selection
  - ii. Term – Annual/Fall/Spring
  - iii. Amount Due
  - iv. Payment Option – Payment in Full
  - v. Signature
  - vi. Date
- b. The customer is directed to the Receptionist who takes the form and cash. The Receptionist verifies the payment (counts the money) and transfers the information from the form to the receipt book along with the payment information.

- c. The Receptionist gives the original receipt to the customer and leaves a copy in the book.
- d. The Receptionist makes one copy of the check and hands the check and copy over to the Meal Plan Administrator.
- e. The copy is kept in the student's file.
- f. Checks are endorsed upon receipt.
- g. Cash and checks collected by the Meal Plan Administrator and rung-up on the cash register.
- h. Cash and checks are then kept in a locked drawer during the day.
- i. See *AC016 – Procedure for cash receipts and separation of duties with the Accounting office* for subsequent handling of receipts.

## **Credit Card**

### **1. Partial Payment**

- a. The Customer fills out a form showing what is being purchased and how much is due.
  - i. Meal Plan Selection
  - ii. Term – Annual/Fall/Spring
  - iii. Amount Due
  - iv. Payment Option – Payment in Full
  - v. Signature
  - vi. Date
- b. The Meal Plan Administrator runs the credit cards transaction through the Cash Register
- c. Three copies of the receipts are printed.
- d. One copy is given to the customer.
- e. One copy is kept in the student's file.
- f. One copy is kept and turned in at the end of the day with the Daily Sales Report.

### **2. Payment in Full**

- a. The Customer fills out a form showing what is being purchased and how much is due.
  - i. Meal Plan Selection
  - ii. Term – Annual/Fall/Spring
  - iii. Amount Due
  - iv. Payment Option – Payment in Full
  - v. Signature
  - vi. Date
- b. The Meal Plan Administrator runs the credit cards transaction through the Cash Register
- c. Three copies of the receipts are printed.
- d. One copy is given to the customer.
- e. One copy is kept in the student's file.
- f. One copy is kept and turned in at the end of the day with the Daily Sales Report.