

**Policy Number: CO022A**

**Date:** September 23, 2014



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John Griffin, Chief Financial Officer

**Title:** Procedure for controlling Non-Grant money received for Campus Dining Cards.

**Statement:** This procedure is established to document the process, control, and reconciliation of Non-Grant money received for Campus Dining Cards.

**Procedure:**

1. CSUN department or off campus-organization submits a request to TUC Commercial Services for Campus Dining Cards.
  - a. Request includes total budget and individual card amounts
2. TUC Commercial Services prepares a spreadsheet with the card numbers, group name and dollar amount. (See Exhibit A)
3. Campus Dining Cards are numbered and activated in the Infogenesis POS System by group name.
4. Dollar amounts are added to each Campus Dining Card as requested.
5. Payment is required prior to the release of the cards. Only exception is for groups residing in campus Housing. These groups will be billed at the end of their stay.
6. Campus Dining Cards and the associated spreadsheet are picked up from the front desk of TUC's corporate office and signed for by the authorized group representative.
7. The signed copy is retained as confirmation of receipt.
8. The client distributes the Campus Dining Cards to their group.
9. For Summer Conference Groups who reside in Housing, cards are deactivated at the end of their stay.
10. Summer Conference groups are billed to Conference Services (Housing) on a Banquet Event Order (BEO) sent to TUC accounting for billing.



11. All remaining balances are credited to the deferred revenue account or to the revenue account where the unused meals had been guaranteed.

Control measures –

1. Blank Campus Dining Cards are secured in a meal plan office cabinet.
2. Authorization to create and load Campus Dining Cards is restricted to 4 individuals (Betsy, Teri, Genelyn, Karina).
3. Campus Dining Cards will be loaded as close to the day they are to be picked up.
4. An Infogenesis report will be run each time Campus Dining Cards are activated and loaded. The *GA Account Activity Detail Report* will verify the amount that was loaded and attached to the payment receipt information.
5. Lost Campus Dining Cards turned in at campus food service locations are to be secured in the unit safe. The lost Campus Dining Cards will be included with the daily deposit information and forwarded to the TUC Cash Room and subsequently routed to TUC Commercial Services.
6. TUC Commercial Services will issue a replacement Campus Dining Card upon request and verification of the remaining fund balance for that individual.
7. At the end of the group event on campus, (conference, seminar, tour, etc.), the Campus Dining Cards will be deactivated for that group.
8. TUC Commercial Services will utilize the Infogenesis *GA Account Activity Detail Report* to perform a reconciliation of each deactivated group and will forward this information to the TUC Accounting Department.
9. Unspent balances on Campus Dining Cards are not allowed to be transferred to other card types. No exceptions.
10. A daily review of “funds added” transactions on the Infogenesis *GA Account Activity Detail Report* will be conducted by TUC Commercial Services personnel. The review will focus on transactions over \$50.00 and names that appear more than once.