

College of Hospitality, Retail and Sport Management Procedures for Students Raising Funds as a Class Project on Behalf of the College

Always remember that you are representing the University and the College as you solicit gifts from prospective donors and/or sell tickets to consumers.

Any student collecting funds and handling cash or checks, must pass a background check completed by the University. Any student that does not pass the background check, will not be allowed to handle cash or checks. The form can be found at:

http://hr.sc.edu/forms/Authorization_Background_Check.pdf

The instructor will submit the names of students who will be handling cash or checks to the College Business Office for their records.

The instructor and students will be responsible for maintaining the College's receipt books. All checks should be made out to the USC Educational Foundation (USC Ed. Foundation). Check numbers should be listed on the receipt. Receipts should indicate the buyer's name on the received from line and should be signed by the student collecting the funds in the lower right hand corner of the slip. The student should also print their name below their signature. Each receipt must be accurately dated. The receipt number should be written on the top right corner of the check collected. Please see the University's policy on cash handling BUSF 4.10:

<http://www.sc.edu/policies/busf410.pdf>

All cash and checks will be turned in by the instructor to the College business office at the agreed upon time and date. Receipts should be paper clipped with the funds as they are collected. All cash will be verified by the instructor and College business office prior to deposit. Cash will again be verified upon deposit between the College business office and the Educational Foundation.

All credit card payments will be handled by the Educational Foundation's on-line system, EventBrite. Students are not to handle or maintain credit cards or credit card numbers for future processing. The instructor will be responsible for maintaining the on-line payment site through the Ed. Foundation and EventBrite. Please see the University's policy on credit card handling at BUSF 4.11: <http://www.sc.edu/policies/busf411.pdf>

Students are responsible for maintaining accurate donor records for silent auction gifts. A spreadsheet will be created by the instructor which will record the donors name and complete mailing address, item donated for auction and its value. The typed, completed spreadsheet will be submitted to the College business office for submission to the Educational Foundation for processing (see next page). Cash will not be accepted at the silent auction; credit cards or checks only. Silent auction items will not be distributed to the winning bidder until the bidder has paid for the item.

DONOR INFORMATION							ITEM	
Donor	Address	City	State	Zip	Phone	E-mail	Item	Value
John Smith	123 Main St	Columbia	SC	29201	803-555-1234	jsmith@sc.rr.com	Gamecock Frame	\$150

Any requests for equipment rented through the University must be submitted to the College business office for approval.

Financial transaction records are to be submitted by the instructor to the College business office no later than 10 days after the event.

I agree to adhere to the procedures:

Student signature

Date

Instructor signature

Date