

**LOKER STUDENT UNION, INC.
CHANGE FUND POLICY**

Policy: In order to facilitate the cash handling function of the game room and ticket sales, the Loker Student Union, Inc. has established a change fund consisting of cash equivalent to five startup drawers for the cash register. Each startup drawer or till consists of \$25.00 in various denominations. In addition, in order to provide change for larger bills when needed, an additional change drawer will contain \$200 in various smaller denominations as needed. Periodic and unannounced counts of this change fund (totaling \$325) will be made by management. This change fund should never be used to supplement petty cash or for other unrelated purposes.

Procedures: At the beginning of each week, five startup drawers will be placed in the safe, in separate envelopes. Each morning, LSU staff will open that safe and provide one of the five envelopes to the building manager and game room staff opening the cash register for the day. At the end of each shift, the building manager (or an LSU staff member) will count down the register and total out the student going off shift, removing the \$25 startup fund to be placed back in the cash register for the next shift. Upon closing for the day, the startup funds will be dropped in the safe with the last shift, after register procedures are completed. If during the course of the day, a sale requires change other than what is available in the drawer, LSU staff may access the additional change drawer (maintained in the safe) to make change. Before a deposit is made containing cash, LSU staff will confirm that sufficient small denominations are in the additional cash drawer for the purpose of making change.