UAM OPERATING PROCEDURE 360.1
RE: Cash/Check Receipts and Authorized Cash/Check Collection Sites

May 1, 1982
Revised: July 1, 1997
Revised: July 1, 1999
Revised: July 1, 2011

The following are authorized collection sites: Cashier’s Office, Bookstore, Student Services Office (housing deposits), Personnel Office (insurance payments-checks only), Fine Arts Center (special events ticket sales), Athletic Ticket Booths. No other individual or location is authorized for collection.

All University vending/copier receipts should be counted by the Cashier's Office. Each machine should have a counter that monitors the number of items sold or copied, and a reconciliation should be made between the counter and the actual cash collected.