



## EASTERN KENTUCKY UNIVERSITY

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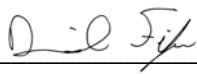
Student Government Association  
Student Body President & Regent

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### MEMORANDUM

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TO: SGA Administrative Assistant

FROM:   
David Fifer, Student Body President

DATE: October 19, 2007

RE: Money acceptance procedure

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In an attempt to provide a measure of security and consistency in the way SGA accepts and processes incoming funds, the following procedures shall be followed:

- Only the SGA Administrative Assistant or the designee of either the President or Administrative Assistant is allowed to accept monetary payments on behalf of the association.
- Money accepted at the reception desk will be placed in a secure money box and logged on a daily log sheet, such as the one attached to this memo. This log sheet will be kept secure in the money box.
- A receipt shall be written for each transaction and provided to the individual presenting payment. A carbon copy of the receipt shall be filed according to the item or service sold, and kept on file in the office for two academic years.
- The Office Associate will log daily transactions in a spreadsheet, and deliver the money to Financial Affairs at the end of each day.
- It is the responsibility of the Office Associate to secure the money box in a locking drawer in the event that it will be unattended.

