

Matrix for Internal Cash Management

Worksheet

Department	Type activity	Types of funds College Foundation ASO If you use a petty cash fund please indicate how it is used. How do you reimburse the fund and how do you handle disbursement? How much money do you have in petty cash?	Location of events? Are there any special needs which are provided by the college? How are the funds collected?	Contact information? Who is primarily responsible for the funds	What items are purchased or obtained with these funds? Who makes the decision to purchase the items?	Do you obtain a campus permits for fundraising? Are there any special permits required? Fire Permit Health Permit Movie License Permit for Use Describe the terms of the Agreement	Do you have written internal Cash Procedures Tickets Cash Credit cards	What Campus resources will be necessary to support the activity? List all of the activities	What changes need to be made to bring this program in line with internal cash management	Date for resolution or date to review the effort beginning taken.
Theatre Arts	Ticket collections	Foundation		The Foundation						
Math	Sale of used books									