

Section 06.05.02.03

RETURN OF TEMPORARY WORKING FUND

Working funds must be returned to the Business Office no later than the next business day following the end of the event date as listed on the Temporary Working Fund Request Form. Receipt Books and/or endorsement stamps must also be returned at this time.

The Temporary Working Funds must be returned to the Cash Operations Manager (COM) directly. Do not have these funds deposited. The COM will verify and acknowledge receipt of the funds and any applicable receipt books, endorsement stamps, and/or zip lock bags with key. A copy of the original Working Fund Request Form with the proper acknowledgements will be issued as the final step.