



POLICY/PROCEDURE NUMBER: 04-S.S.-004 Page 1 of 11 with fifteen Appendices

SUBJECT: PARKING/TRANSPORTATION SERVICES CASH HANDLING
PROCEDURES

EFFECTIVE DATE: January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: Policy/Procedure Number 04-S.S.-004 (Parking and
Transportation Services Cash Handling Procedures), November
8, 2007; December 12, 2005 version; November 1, 2008 version;
January 27, 2010 version; January 8, 2014 version.

IACLEA STANDARD: 1.2.1

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – NO

APPROVED: Anne P. Glavin, Chief of Police

I. PURPOSE

This policy outlines the procedures for handling cash receipts for the different operations within Parking and Transportation Services, including the ordering, distribution and reconciliation of Parking Permits.

II. POLICY

It is the policy of this department to ensure that all parking and transportation funds received are properly processed and reported.

III. PARKING OPERATIONS

All transport of cash discussed in this section shall be accomplished in accordance with CSU Policy on General Accounting, Section 3202.04. All checks are endorsed as soon as they are received, and in no case, later than the end of the business day. Cashiers shall use a counterfeit detector pen and/or a currency counter for bills over \$20. CASHNet users must complete a CASHNet Access Application. If a user leaves the department, the manager or financial manager must complete the form to delete access and submit it to the UCS Manager.

A. Defining duties for the Ordering, Distribution and Reconciliation of Permits

The Assistant to the Manager of Parking & Transportation Services shall:

1. Order the supply of permits that are to be sold on-line and at the Parking & Transportation Services Office, Department of Police Services, and University Cash Services locations.
2. Catalogue the permits by type and store them in the designated secure area. Access shall be limited to the Manager of Parking & Transportation Services and his/her assistant.
3. Maintain log sheets and delivery slips to regulate the transfer of permits from storage to the Parking & Transportation Services front office and Cash Services.
4. Generate reports from CashNet and any additional sales and revenue that are not recorded in CashNet. All revenue will be reconciled daily.

The Parking Services Office Supervisor shall:

Maintain a dedicated receipt book for permit sales in a centralized area in the Parking & Transportation Services Office within the Department of Police Services building.

- B. Procedures and Protocol for the handling of permit orders, storage, sales and reconciliation of parking permits from Weldon, Williams and Lick, Inc. (WW &L)
1. The original permit order will be kept available for review and confirmation of the series #'s that are in circulation for the reporting period.
 2. All permits will be stored in a secure area and will be logged out by series #'s. Logs are to be updated at the moment there is an addition or subtraction of inventory.
 3. Access to permits stored in the secured area shall be limited to the Manager of Parking & Transportation Services and his/her assistant. At the point of exchange, a delivery slip will be signed by the person delivering the permits as well as by the person receiving the permits.
 4. All delivery receipts are to be kept in a standard location along with a copy of the original order. This will create a system of checks and balances and ensure the fact that the distribution of the permits is being managed and recorded appropriately.
 5. All cashiers will be responsible for their assigned allotment of the various permit types. The allotment shall be verified by the cashier and on duty supervisor at the end of their shift as part of their cash out duties. All allotments shall be stored in the drawers (G101) located in the parking office. The number of permits at the end of the day will reflect daily sales. (Attachment N)

6. All non-CashNet permit sales will be tracked in their own receipt book in order to isolate the transactions and have them readily accessible for audit. This receipt book will only be used for recording permit sales and will not include citation payments.
7. In order to maintain the desired controls, random inventory inspections will take place at the various distribution locations. The inspections will be conducted at Cash Services by the Manager of Parking & Transportation Services.
8. Parking Permits sales shall be reconciled to the corresponding CashNet sales by no later than the next business day.
9. All parking permits will be returned to the Assistant to the Manager of Parking & Transportation with the purpose of being destroyed in the Parking & Transportation Office by the Assistant to the Manager of Parking and Transportation Services, no later than 90 days after the expiration period printed on the permits.

10. Student and Faculty/Staff Permit Sales

This function is handled at both University Cash Services and the Parking Office. Students shall purchase parking permits on-line with a credit card or electronic check. All permits that are purchased on-line are mailed directly to the student by Weldon, Williams, and Lick, Inc. (WW and L), our permit vendor. For permit sales done in person at the university, only the following modes of payment are accepted:

- a. Cash
- b. Check or Money Order
- c. ATM/Debit Card

In the event that the ATM/Debit Card terminals are unavailable for any reason, e.g., power failure, then this mode of payment **CANNOT** be accepted.

University Cash Services will return all unsold permits to the Parking Office at the completion of the parking period covered.

D. Parking Permit Ticket Dispensers

1. There are currently 33 dispensers on campus located as follows:
 - Lot B1 East 1
 - Lot B1 East 2
 - Lot B1 West
 - DPS Parking Lot (Pay by Space)
 - Parking Structure B3 Level 1 East
 - Parking Structure B3 Level 1 West
 - Parking Structure B3 Level 2 North
 - Parking Structure B3 Level 2 South
 - Parking Structure B3 Level 3 North

- Parking Structure B3 Level 3 South
 - Parking Structure B3 Level 4
 - Parking Structure B3 Level 5
 - Parking Structure B3 Level 6
 - Lot B4 (Pay by Space)
 - Parking Structure B5 Level 1
 - Parking Structure B5 Level 2
 - Parking Structure B5 Level 3
 - Parking Structure B5 Level 4
 - Lot B6 North
 - Lot B6 South
 - D1 (Pay by Space)
 - Lot E6 North
 - Lot E6 South
 - Lot F2 (Pay by Space)
 - F5 North
 - F5 South
 - F5 West
 - F10 North
 - F10 South
 - Lot G3 Surface
 - Parking Structure G3 Level 1
 - Parking Structure G3 Level 2
 - Parking Structure G3 Level 3
 - Parking Structure G3 Level 4
 - Parking Structure G3 Level 5
 - G3 Visitor Lot (Pay by Space)
 - G4 West
 - Parking Structure UPA G9
 - Information Booth 3 East
 - Information Booth 3 West
 - Mobile Pay-Station
2. Bill canisters and coin bags are taken directly to University Cash Services for deposit.
 3. A Meter/Dispenser 961 Transmittal form (see Attachment A) is completed, and along with a printout of a cash report from each dispenser, is submitted to the Financial Analyst.
 4. Refunds may be issued at the Parking & Transportation Services Office or at the information booths upon presentation of permit dispenser printouts stating refund due (Attachment C). The requesting party shall complete the Departmental Authorization for Refund Form (Attachment D). The cashier or booth attendant shall complete the bottom portion prior to dispensing the refund. If funds are not available, the cashier or information booth attendant may borrow funds from the change fund, but the permit dispenser printout and refund form (Attachment D) should be put in place of the amount of the

funds borrowed. The refund printout from the dispenser and refund form (Attachment D) are to be redeemed at the Parking & Transportation Services Office within the Department of Police Services building when funds become available to make the change fund whole.

E. Information Booths

1. The University has three information booths located as follows:
 - Booth 1 – Lindley Avenue entrance from Nordhoff Street
 - Booth 2 – Prairie Street between Darby Avenue and Etiwanda Avenue
 - Booth 3 – Prairie Street between Zelzah Avenue and Matador Road.
2. Each booth attendant starts the day with the following amounts of money in change, which is delivered to each booth, together with a transfer form:
 - Booth 1 = \$250.00
 - Booth 2 = \$250.00
 - Booth 3 = \$250.00
 - Break Relief = \$100.00
3. **Shift Start:** A Parking & Transportations Services Supervisor or designee will prepare Information Booth Change fund bags in the Parking and Transportation Services Office within the Department of Police Services Building.
4. A Parking & Transportation Services Supervisor or designee will transport locked change fund bags to each Information Booth accompanied by a PEO or designee.
5. Change funds will be issued directly to the Booth Attendant in the Information Booth by the Parking & Transportation Services Supervisor or designee.
6. The funds will be verified and signed for by the Booth Attendant.

NOTE: Throughout their shift, Booth Attendants and Break Personnel will have sole access to their issued change fund, generated revenues, and KIS Machine (equipment used to generate parking permits). No other person is authorized to touch another attendant's revenue, change funds, or come into use of the KIS Machine. The only exceptions are during an unannounced booth inspection/audit and at the end of the shift.

7. The cash drawer utilized in the Information Booth shall be locked whenever funds are not being immediately accessed.

8. **Funds will always be transported in LOCKED money bags.**
9. **Breaks:** Break personnel will be issued their own change fund and KIS Machine from the Supervisor or designee at the Parking & Transportation Services Office and will be driven out to the info booths by a PEO or other Parking & Transportation Services designee.
10. Prior to going on break the Booth Attendant will collect all of their funds from the cash drawer and lock the monies in the drop safe located inside the booth. Break Personnel will not have access to this safe.
11. Break Personnel will work from a separate mobile KIS machine and change fund (see #10 above) so as not to commingle funds and sales reporting.
12. After completing a break, break personnel will contact a PEO or other Parking & Transportation Services designee and request transportation to the next Information Booth or back to the Parking & Transportation Services Office, Department of Police Services building.
13. Upon returning to the Parking & Transportation Services Office, break personnel will reconcile their funds under dual custody with Parking & Transportation Services personnel present. The staff member will run the sales report from the mobile KIS Machine. Break Personnel will complete the required deposit forms and place the funds and accompanying deposit forms into a sealed bank deposit bag and deposit the funds into a safe with a Parking & Transportation Services personnel escort.

The counting of funds should occur in a dedicated area e.g. a conference room or a cash room. In order to ensure the security of the funds, the door to the area where the funds are being counted should be closed during the performance of this task. Only those involved in the immediate counting/reconciliation of funds should be present in the immediate area where the funds are being counted.
14. **Excess cash:** During the shift, the Booth Attendants are required to lock all funds in excess of \$100 into the booth safe.
15. **Shift End:** At the end of the shift or when the AM shift is relieved by the PM shift, the Booth Attendant will reconcile their funds under dual custody with a member of Parking & Transportation Services personnel present. The Booth Attendant will run the sales report from the mobile KIS Machine and will complete the required deposit forms and place the funds and accompanying deposit forms into a sealed bank deposit bag. The sealed deposit bag(s) will be retained by the on duty PEO closing the Information

Booth. Two (2) Parking & Transportation Services staff members, either two (2) PEO's and/or a PEO and a Parking & Transportation Services staff member, will transport the deposit bags to the Parking & Transportation Services Office within the Department of Police Services Building.

Immediately upon arriving back to the Parking & Transportation Services Office the transporting PEO's and/or staff member will deposit the sealed Information Booth funds into the safe in room #141A of the Police Services Building (outside the east entry door of the facility).

- a. At end of shift, a Change Fund Transmittal form (see Attachment B) will be signed by the shift booth attendant and PEO. Receipts for the day will be listed on a Funds Transmittal Document (Attachment B1) and placed in a cloth transmittal bag. The Funds Transmittal Document (Attachment B1), a KIS machine G2 Cash Report (Attachment B2) and Guest List (Attachment B3), if any, will be submitted to the Financial Analyst. The Financial Analyst, in turn, will submit all Guest Lists to the Special Events Coordinator for verification.
- b. Deposits are maintained in the safe located in room #141A of the Police Services Building (outside the east entry door of the facility). The PEO receiving the deposit(s) will log the bags on the Daily 961 Transmittal Bag Verification form (Attachment M) and will drop each deposit bag in the large blue-and-white safe. The transporting PEO(s) and/or staff member will drop all change fund bags in the small safe. Completed Change Fund Transfer forms are maintained by the Manager of Parking & Transportation Services.

16. Monies allocated to the change fund may be stored in the small safe located in the Parking & Transportation Services Office, Department of Police Services Building during business hours of peak "business periods" (e.g. 1st week of school) or with the approval of the Manager of Parking & Transportation Services.

F. Coin Meters

1. Coin meters are located in various areas within the campus, which is divided into two zones.
2. Coins will be transported to room #141A of the Police Services Building and will be counted and bagged.
3. A Meter/Dispenser 961 Transmittal Form (see Attachment A) will be completed and delivered to University Cash Services along with the coin bags. A copy of the report will be submitted to the Financial Analyst.

G. Parking Permits for Special Events

1. Permits for Special Events are also sold in the Parking & Transportation Services Office, Department of Police Services Building. The day's receipts will be reported on a Parking Deposit Transmittal form (see Attachment E),

placed in a plastic transmittal bag and dropped in the large blue-and-white safe at the end of the day.

2. Copies of receipts issued for permit sales will be attached to a copy of the Parking Deposit Transmittal form (Attachment E) and will be submitted to the Financial Analyst.

H. Parking Permit Sales for Valley Performing Arts Center Events (VPAC)

1. Permits for Valley Performing Arts Center Events will primarily be sold at the entrance to the B1, F2, D1, and G3 parking facilities by CSUN and contracted parking personnel. The permit shall be sold at the current daily rate.
2. Parking attendants will start and end their shift at the Parking & Transportation Services Office, Department of Police Services Building.
3. Change funds and a supply of parking permits will be issued directly to the parking attendant in the Parking & Transportation Services Office by the Special Events Supervisor or their designee.
4. The funds will be signed for by the parking attendant.
5. After the funds are issued at the beginning of the shift. The booth attendant(s) will be driven by a PEO or other designee to their work location.

NOTE: Throughout their shift, parking attendants will have sole access to their issued parking permits, change fund, and generated revenues. No other person is authorized to touch another attendant's revenue or change funds. The only exceptions are during an unannounced surprise field audit and during the cash out process at the end of the shift.

6. **Funds will always be transported in LOCKED money bags.**
7. The day's receipts are reported on a Parking Deposit Transmittal form (see Attachment B1), placed in a plastic transmittal bag and dropped in the large blue-and-white safe located in room #141 A of the Department of Police Services building at the end of the day.
8. Copies of receipts issued for permit sales will be attached to a copy of the Parking Deposit Transmittal form (Attachment E) and will be submitted to the Financial Analyst.
9. Parking permit sold by the Valley Performing Arts Center ticket office.

Parking & Transportation Services has established an agreement with the Valley Performing Arts Center ticket office to allow the purchase of parking permits to be sold in advance for VPAC events.

- a. The Box Office Supervisor for the Valley Performing Arts Center shall have sole responsibility for the proper reporting of daily permit revenue to the Department of Parking & Transportation Services.
- b. The Financial Analyst shall maintain all receipts and on a monthly basis. He shall prepare a Purchase Request Form reflecting the revenue that was collected during the previous 30 day period. The Manager of Parking & Transportation Services shall review and approve the documentation. Once approved, a chargeback in the amount of the monthly revenue grossed from advanced parking permit sales shall be created and monies transferred to Parking & Transportation Services.

I. UVA Gate Opener Deposit

1. The amount of deposit for each remote control gate opener is \$25.00.
2. Cash, check or ATM Debit Card are accepted for payment.
3. All Gate Opener deposits are to be processed through CashNet.

IV. TRANSPORTATION SERVICES

1. All transport of cash that exceed \$2,500.00 shall be accompanied by a Police escort in accordance with CSU Policy, Section 3202.04.
2. All transports of cash that do not exceed \$2,500.00 shall be accomplished jointly by two Parking & Transportation employees in accordance with CSU Policy, Section 3202.04.

A. Parking Fines Collection

1. Payments are accepted via the following:
 - U.S. Mail at the Parking Office or at Turbo Data Systems, Inc.
 - In-person at the Parking Office
 - In-person at University Cash Services
 - After hours drop box
 - On line at pticket.com/csun
2. Payments received in the mail or in-person at the Parking & Transportation Services Office are entered into the CashNet system and the "TDS citation Inquiry" data base as soon as they are received. If checks received in the mail are not payable to California State University Northridge or cannot be identified or properly applied after sufficient research, the item should be recorded on the "**Checks Not Payable to CSUN/Unidentifiable**" log and returned to the name and address of the maker. At the end of a cashier's shift, the cashier must print a Check Run Report (Attachment F) an ATM Run Report (Attachment G), Cashier Checkout Receipt (Attachment H) from

CashNet, and a Turbo Data Posting Log: Daily Cash Report (Attachment K). The cashiers will prepare a tape run (from a calculator) on their cash, checks and ATM/Debit card transactions and balance the tape totals to the printed run reports. The tapes need to be included with the cash, checks and ATM/Debit card transactions. Each tape is to include the initials of the processor and a second party verifying the totals. An additional Cashier Checkout Receipt (Attachment H) should also be printed, initialed by the processor and verifying party. All monies are to be placed in a plastic transmittal bag and placed in the canvas bag designated for Cash Services. This bag is to be logged on the 961 Transmittal Bags Verification form (Attachment M) and dropped in the large blue-and-white safe located in room # 141 A. All above noted CashNet and Turbo Data Reports received are submitted to the Financial Analyst.

3. On a daily basis, the University Cash Services Cash Operations Supervisor provides the Parking & Transportation Office Supervisor a report of all parking citation payments received at University Cash Services (Paid Items Report- PS Citation and Related Fees Report (UCS-Main). This report is provided via e-mail. The data from the report is processed in the "TDS citation Inquiry" data base by the Parking & Transportation Office Supervisor or his/her designee. Upon completion, signed and dated copy of the processed report is submitted to the Financial Analyst.
4. An after-hours drop box is located to the left of the reception window in the Department of Police Services lobby. The drop box is used to collect and store parking citation payments, citation appeals and Vanpool monthly payments that are received afterhours. The after-hour drop box will be checked at the beginning of the business day by the Parking and Transportation Office Supervisor. The contents from the box must be processed on the same day it is retrieved. The key to the drop box will be identified and stored in the lock/key box located in the Parking and Transportation Services Equipment Room (Room 105 B).
5. When a citation is dismissed and a refund must be issued, a CSUN check request (Attachment I) is completed, forwarded to the Manager of Parking & Transportation for approval. The approved check request will then be sent to University Cash Services for processing. A copy of the refund request is kept in the Parking & Transportation Office and another is submitted to the Financial Analyst.
6. Checks returned from a financial institution for non-sufficient funds (NSF) are sent UCS which notifies the Financial Analyst. The Financial Analyst then notifies TDS to reverse the payment and begin collection efforts. The fee for each returned check is \$20.00. Repayment of funds and fees are to be paid directly at TDS. Under no circumstances will the Parking & Transportation Office process these transactions.

B. Vanpool Payments

1. These are payments received from participants in the campus' vanpool program.

2. Payments will be logged into the payment record spreadsheet maintained by the Transportation Coordinator. The spreadsheet will be provided to the Financial Analyst at the end of each month.
3. A Vanpool Deposit Transmittal form (Attachment L) will be completed, placed in a plastic transmittal bag, and dropped in the large blue-and-white safe. A copy of the transmittal form is submitted to the Financial Analyst.

V. DAILY 961 TRANSPORT

- A. At the start of each day, a staff employee will open the safe containing the previous day's collections.
- B. The bags will be verified with the 961 Transmittal Bags Verification form (Attachment M).
- C. A staff employee from University Cash Services will sign the 961 Transmittal Bags Verification form (Attachment M). Upon return to the Parking & Transportation Services Office, Department of Police Services Building the form will be returned to the Manager of Parking & Transportation Services.

VI. BANK RUNS FOR CHANGE FUNDS

All runs to the university-approved bank for change will occur, whenever possible, at a pre-scheduled time each workday and will be transported-in accordance with CSU Policy, Section 3202.04.

VII. STORAGE OF CHANGE FUND BAGS

- A. The bag containing the master change fund and the VPAC permit station change fund bags shall be maintained in the safe located in room #141A (located at the rear of the Police Services Building).
- B. All change funds for the Information Booths, Parking Office, and Transportation Services will be stored in the safe located in the Parking and Transportation Services Office (#105).
- C. A set of keys to the safe will be maintained in the Parking & Transportation Services Office key box, which is accessible to Parking Supervisors.
- D. A second set of keys to the safe is maintained in the Police Equipment Room, which is accessible to the Shift Supervisor.

VIII. ATTACHMENTS

- A. Meter/Dispenser 961 Transmittal Form
- B. Change Fund Transmittal and associated forms/receipts (B1 through B3)
- C. DPS Parking Services Refund Receipt
- D. Authorization for Refund Form
- E. Parking Deposit Transmittal Form
- F. Payment Report - Checks

- G. Payment Report – ATM/Debit Cards
- H. Cashier Checkout Receipt
- I. CSUN Check Request Form
- J. University Cash Services Deposit Transmittal Form University Cash Services (Paid Items Report- PS Citation and Related Fees Report (UCS-Main)
- K. Cash Drawer Reconciliation Report Turbo Data Posting Log: Daily Cash Report
- L. Vanpool Deposit Transmittal Form
- M. Parking & Transportation Services Money Transmittal Tracking Spreadsheet
- N. Parking Permit Inventory Reconciliation Form
- O. Turbo Data Posting Log: Daily Cash Report (remove)




PARKING AND TRAFFIC SAFETY UNIT
DEPARTMENT OF POLICE SERVICES

METER/DISPENSER 961 TRANSMITTAL FORM

Dispensers Collected

Shelby Permit Dispensers		
1. Dispenser # B1 - West	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
2. Dispenser # B1 - East 1	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
3. Dispenser # B1 - East 2	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
4. Dispenser # B3 - Floor 1 North	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
5. Dispenser # B3 - Floor 1 South	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
6. Dispenser # B3 - Floor 2 North	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
7. Dispenser # B3 - Floor 2 South	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
8. Dispenser # B3 - Floor 3 North	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
9. Dispenser # B3 - Floor 3 South	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
10. Dispenser # B3 - Floor 4	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
11. Dispenser # B3 - Floor 5	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
12. Dispenser # B3 - Floor 6	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
13. Dispenser # B5 - Floor 1	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
14. Dispenser # B5 - Floor 2	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
15. Dispenser # B5 - Floor 3	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
16. Dispenser # B5 - Floor 4	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
17. Dispenser # B6 - South	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
18. Dispenser # B6 - North	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
19. Dispenser # E6 - South	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
20. Dispenser # E6 - North	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
21. Dispenser # G3 - Floor 1	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
22. Dispenser # G3 Visitor	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
23. Dispenser # G3 - Surface	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
24. Dispenser # G3 - Floor 1	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
25. Dispenser # G3 - Floor 2	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
26. Dispenser # G3 - Floor 3	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
27. Dispenser # G3 - Floor 4	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
28. Dispenser # G3 - Floor 5	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
29. Dispenser # Info 3 - West	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
30. Dispenser # Info 3 - East	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
31. Dispenser # D1 Visitor	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
32. Dispenser # DPS Visitor	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
	Coin Bag: <input type="checkbox"/>	Bill Box: <input type="checkbox"/>
Coin Bags: /32		Bill Boxes: /32

Attachment "A – continued"

California State University Northridge		PARKING AND TRAFFIC SAFETY UNIT DEPARTMENT OF POLICE SERVICES									
METER/DISPENSER 961 TRANSMITTAL FORM											
<input type="checkbox"/> Meters Collected											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" data-bbox="305 636 1321 674" style="text-align: left;">Parking Meters</td> </tr> <tr> <td colspan="2" data-bbox="305 674 997 726" style="text-align: right;">Total: \$</td> <td colspan="2" data-bbox="997 674 1321 726" style="text-align: right;"># of Bags:</td> </tr> </table>				Parking Meters				Total: \$		# of Bags:	
Parking Meters											
Total: \$		# of Bags:									
Parking Office (Print Name)	(Signature)										
Parking Office (Print Name)	(Signature)										
Cash Services (Print Name)	(Signature)										
Date:											
<small>Form Revised: 04-08-2011</small>											

ATTACHMENT B

14

California State University, Northridge
Department of Police Services
Parking/Transportation Services

Date: ____/____/____

Change Fund Transmittal Form
Parking Office

Permit Bag # _____

1) From: _____ Amount: \$ _____
(Print Name/Location)

(Signature)

To: _____ Amount: _____
(Print Name/Location)

(Signature)

2) From: _____ Amount: _____
(Print Name/Location)

(Signature)

To: _____ Amount: _____
(Print Name/Location)

(Signature)

3) From: _____ Amount: _____
(Print Name/Location)

(Signature)

To: _____ Amount: _____
(Print Name/Location)

(Signature)

4) From: _____ Amount: _____
(Print Name/Location)

(Signature)

To: _____ Amount: _____
(Print Name/Location)

(Signature)

ATTACHMENT B1

California State University, Northridge
 Department of Police Services
 Parking/Transportation Services

- Booth I
- Booth II
- Booth III
- VPAC 04256
- Office
- Transportation
- Special Events
- Fingerprinting

Date _____ Parking/Transportation Verification _____

Bag # _____

FUNDS TRANSMITTAL DOCUMENT

Check #	Amount	Cash/Coins:
		100's X _____ = _____
		50's X _____ = _____
		20's X _____ = _____
		10's X _____ = _____
		5's X _____ = _____
		2's X _____ = _____
		1's X _____ = _____
		Coins
		\$1.00 X _____ = _____
		.50 X _____ = _____
		.25 X _____ = _____
		.10 X _____ = _____
		.05 X _____ = _____
		.01 X _____ = _____

Totals: _____ \$ _____ + _____ = _____

Amount Over \$ _____ Amount Under/Short \$ _____

Notes _____

G2 CASH REPORT
MACHINE NUMBER HH379436
SHIFT NUMBER 000136
FROM 10:35 AM 11/7/2012
TO 10:36 AM 11/7/2012
TICKETS 002997 TO 002997

Total Sales	= \$	6.00
VOIDS	- \$	0.00
Discounts	- \$	0.00
Tax	+ \$	0.00
Balance	= \$	6.00

> Cash	= \$	6.00
> Credit	= \$	0.00

048205

INFO BOOTH

STUDENT	- 1 x \$6.00 = \$6.00
EMPLOYEE	- 0 x \$6.00 = \$0.00
LOADING/UNLOADING	- 0 x \$0.00 = \$0.00
MOTORCYCLE	- 0 x \$6.00 = \$0.00
SERVICE	- 0 x \$0.00 = \$0.00
GUEST	- 0 x \$0.00 = \$0.00
SPECIAL /EVENT	- 0 x \$6.00 = \$0.00
VISITOR	- 0 x \$6.00 = \$0.00
VPAC	- 0 x \$6.00 = \$0.00
RAINY DAY	- 0 x \$0.00 = \$0.00
RAINY DAY/STUDENT	- 0 x \$0.00 = \$0.00
RAINY DAY/EMPLOYEE	- 0 x \$0.00 = \$0.00

048206

Attachment "B3"

17
ATTACHMENT B3

GUEST LIST				
ALL CAMPUS INFORMATION BOOTHS				
TIME	MONDAY	NOVEMBER	18	2013
	Art Exhibits -- \$6.00			
	In Protest: The Shifting Paradigms of Collective Social Action	Oviatt Library -- Tseng Gallery		All Day
	L.A. Printmaking Society 21st National Exhibition	Art & Design Center -- Main Gallery		All Day
Unknown	John Mora	Unknown		All Day
8:00	Brant Maynard	Art & Design Center	D6	All Day
8:00	Dianne Motoomull	Juniper Hall	B5	All Day
8:00	Lizbeth Nevarez	Juniper Hall	B5	All Day
8:00	MarryAnne Wolfson	Sierra Tower	B3	All Day
8:00	Matador Mall Vendor Fair - \$6.00	Bayramian Lawn	B3	All Day
8:30	James Brooks	Sequoia Hall	F5	All Day
8:30	Claudio Cardelli	Sequoia Hall	F5	All Day
8:30	Barbara Fairchild	Sequoia Hall	F5	All Day
8:30	Bridget Harvey-Elliott	Sequoia Hall	F5	All Day
8:30	Jae-Min Mandala	Sequoia Hall	F5	All Day
8:30	Rob Unal	Sequoia Hall	F5	All Day
8:30	Steve Yannicelli	Sequoia Hall	F5	All Day
9:00	KMC Blood Drive - \$6.00	Bookstore Lawn	G3	All Day
9:00	Intensive English Program - \$6.00	USU/SSU	G3/G9	All Day
9:00	Music Therapy Patients (Keep Track)	Cypress Hall	B1	All Day
11:00	Diana Briscoe	Art & Design Center	D6	All Day
11:00	HR Professional & Personal Development Series: Undocumented Students: The Laws - \$6.00	Sierra Hall's Whitsett Rm	B3	2 Hrs.
12:00	Brown Bag Research Seminar Series Presents: Development of an Intelligent Wheelchair - \$6.00	Jacaranda Hall	B5	1 Hr.
12:30	Trans Awareness Week - \$6.00	USU - Balboa Rm	G3	5 Hrs.
1:00	Faculty Recruitment Event - \$6.00	USU - Thousand Oaks	G3	2 Hrs.
2:00	Robert Townsend	Manzanita Hall	B2	All Day
2:00	Campus Tours (Complimentary)	Bayramian Hall	B3	All Day
	Brooke Bonetti			
	David Martinez			

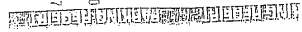
Attachment "C"

ATTACHMENT C

NOT VALID FOR PARKING
Redeem @ Parking Services
or any Campus Inle Booth
(639) 672-257

REFUND

Issue Date/Time: 06:29pm, Jul 27, 2007
Total Due: \$4.00
Total Paid: \$3.00
Refund Amount: \$1.00
Ticket #: 08000000 SNR #: 2000072500467
Setting: CSNH
Mach Name: DE River 2



California State University
Northridge

Date: _____

Authorization for Refund Form

Name: _____

Address: _____

Student (ID # _____) Faculty (ID _____)

Visitor/Guest

Reason for request: _____

***** OFFICE USE ONLY *****

Amount of refund: \$ _____ Written amount _____

POLICE SERVICES AUTHORIZING SIGNATURE: _____

ATTACHMENT E

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PARKING DEPOSIT TRANSMITTAL

From _____ <small>(Name of person transmitting)</small>	Date _____
Campus Address _____	Phone _____

THE SPACE BELOW IS FOR CASH MANAGEMENT USE ONLY

TO BE DEPOSITED TO THE CREDIT OF:	
Parking Revenue - Others	_____
ACCOUNT#	<u>04720</u> P2620 10206-5000-481155
CRS #	_____ 04270 <small>5 digits</small>
TOTAL CHECKS (#) \$	_____
CURRENCY \$	_____
TOTAL DEPOSIT \$	_____

Jan. 07, 2010
 6:23:30 pm

Payments Report - Check Run Report
 Actual Date 1/7/2010 to 1/7/2010

Page 1
 Printed By: Ana De Guzman

ATTACHMENT F

TX No.	Cust. Name	Pay. Ref.	Amount
Operator: 000370061 CK - Check			
1076420	SHULMAN, ART	58624	69.29
1076813	ONG, ABIGAIL	253	180.00
1076830	PAOLINI, MOLLY	397	180.00
1076884	GILLENWATER, KRISTINA	1246	253.00
1076986	REYES, RAQUEL	1320	125.00
1076995	RICE, JAMES	1017	180.00
1077007	GENERIC ID	256	45.00
1077029	GENERIC ID	4203	45.00
1077032	GENERIC ID	1060	25.00
1077034	GENERIC ID	1393	45.00
1077037	GENERIC ID	7416240001	45.00
1077039	GENERIC ID	173	45.00
1077041	GENERIC ID	0063525316	46.00
1077043	GENERIC ID	1004	45.00
1077045	GENERIC ID	2645	45.00
1077046	GENERIC ID	1331	45.00
1077048	GENERIC ID	2087	45.00
1077054	GENERIC ID	4242	91.00
1077057	GENERIC ID	4379	45.00
1077064	GENERIC ID	2217	70.00
1077086	GENERIC ID	1792	45.00
1077159	GENERIC ID	9588	25.00
1077165	GENERIC ID	1133	91.00
1077167	GENERIC ID	1268	25.00
SUB-TOTAL for Payment Code: CK - Check			1,855.29
SUB-TOTAL for Operator: 000370061			1,855.29
GRAND TOTAL			1,855.29

(Count: 24) 1,855.29
 (Count: 24) 1,855.29
 (Count: 24) 1,855.29

Jan. 07, 2010 Payments Report - ATM Run Report
6:24:11 pm Actual Date 1/7/2010 to 1/7/2010

Page 1
Printed By: Ana De Guzman

ATTACHMENT G

Tx. No.	Cust. Code	Cust. Name	Amount
Operator: 000370061			
Payment Code:	ATM - ATM - DEBIT CARD		
1076416	100929723	GALE, C	67.79
1077021	100812138	SHAHIN, ALEXANDER	80.00
SUB-TOTAL for Payment Code:			(Count: 2) 147.79
SUB-TOTAL for Operator:			(Count: 2) 147.79
GRAND TOTAL			(Count: 2) 147.79

SELECTION CRITERIA

Operator: 000370061
 Payment Group: ATM
 Transaction Status: C
 Include Convenience Fee: Y

An asterisk (*) following the Customer Code denotes multiple customers on the transaction.

ATTACHMENT H

CASHIER CHECKOUT

Date: 01/07/2010 04:22
Bus. Date: 01/07/2010
Batch: 10453
Cashier: 000370061
Station: PKBS

<u>CURRENCY</u>		
100's		\$600.00
50's		\$0.00
20's		\$80.00
10's		\$0.00
5's		\$10.00
1's		\$3.00
Other		\$0.00

DA
EA

TOTAL CURRENCY \$693.00

<u>COINS</u>		
Dollars		\$0.00
Halves		\$0.00
Quarters		\$0.00
Dimes		\$0.00
Nickles		\$0.00
Pennies		\$0.00
Rolled		\$0.00

TOTAL COINS \$0.00

TOTAL CASH \$693.00
LESS BEG. BAL. \$0.00

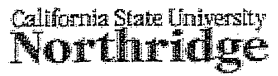
TOTAL CASH TURN-IN \$693.00

Checks	\$1,855.2
Credit Cards	\$0.0
Adjustments	\$0.0
Wire Transfers	\$0.0
Parking	\$0.0
ATM/Debit Card	\$147.7
=====	
TOTAL	\$2,696.0

ATTACHMENT I

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CHECK REQUEST

CHECK IF VENDOR
CREATE NEEDED



DATE _____

NAME First Last

STREET

STREET #2

CITY ST ZIP

COUNTRY

VENDOR ID NUMBER

CHART FIELDS
*Required fields:

*ACCT:	*FUND:	*DEPT ID:	*PROGRAM:	CLASS	PROJECT/GRANT:	*AMOUNT
112050	GC R	9999	9002			\$
						\$
						\$

INVOICE NUMBER INVOICE DATE (MMDDYY)

DESCRIPTION

CHECK NUMBER CHECK DATE CHECK TOTAL

M M D D Y Y

REASON FOR REQUEST _____

- () DELIVER CHECK TO _____
- () MAIL CHECK TO PAYEE

REQUESTED BY _____ APPROVED BY _____

November 20, 2013 12:06:05 AM
 Paid Items Report - PS Citation and Related Fees Report (UCS-Main)
 Business Date 11/19/2013 to 11/19/2013

Page 1
 Printed By: Karla Giron

Bus. Date	Batch No.	G/L Code	Citation Number	Amount
	33044			
ATTACHMENT J				
G/L Code:	20181847101102079999		06131456	9.50
11/19/2013	33044	20181847101102079999		
SUB-TOTAL for G/L Code:		20181847101102079999	(Count: 1)	9.50
G/L Code:	2018184710110207999912054		06131456	3.00
11/19/2013	33044	2018184710110207999912054		
SUB-TOTAL for G/L Code:		2018184710110207999912054	(Count: 1)	3.00
G/L Code:	50481847101102079999		06131456	35.50
11/19/2013	33044	50481847101102079999		
SUB-TOTAL for G/L Code:		50481847101102079999	(Count: 1)	35.50
SUB-TOTAL for Batch Number:		33044	(Count: 3)	48.00
GRAND TOTAL			(Count: 3)	48.00

SELECTION CRITERIA

Department: UCSJMain
 Item Code: 04277|04278|04282
 Transaction Status: C
 Include Convenience Fees: Y
 Include Higher One Fees: N

*An '(m)' preceding a reference type indicates a merchant reference.

ATTACHMENT K

AS OF: 11/22/13 CALIFORNIA STATE UNIVERSITY, NORTHRIDGE PAGE NO. 1
 POSTING LOG: DAILY CASH

CITATION	DATE PAID	DATE ENTERED	AMOUNT PAID	POST SEQUENCE	POST METHOD	VIOL CODE
06130777	10/28/13	10/28/13	\$48.00	1	CC	
12131053	10/28/13	10/28/13	\$48.00	1	CC	
		2 CC	\$96.00	<<FOR OPERATOR		AD
		2 CITS	\$96.00	<<FOR OPERATOR		AD
CS143320	10/28/13	10/28/13	\$70.50	9201	CH	
CS141108	10/28/13	10/28/13	\$70.50	9202	CH	
		2 CH	\$141.00	<<FOR OPERATOR		JG
		2 CITS	\$141.00	<<FOR OPERATOR		JG
07130796	10/28/13	10/28/13	\$48.00	1	CC	
14130294	10/28/13	10/28/13	\$48.00	1	CC	
		2 CC	\$96.00	<<FOR OPERATOR		VM
		2 CITS	\$96.00	<<FOR OPERATOR		VM
GRAND TOTAL:		6 CITS	\$333.00	<<<		

ATTACHMENT L

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
VANPOOL DEPOSIT TRANSMITTAL

From Astrid B. Logan Date _____
(Name of person transmitting)

Verified _____
(Name of person Verifying)

Campus Address 8297 Phone x.3946

THE SPACE BELOW IS FOR CASH MANAGEMENT USE ONLY

TO BE DEPOSITED TO THE CREDIT OF:

Fines & Forfeitures (Vanpool Revenues) _____

ACCOUNT# P471U-10207-5000-494010

CRS # 04280
5 digits

TOTAL CHECKS (#) \$ _____

CURRENCY \$ _____

TOTAL DEPOSIT \$ _____

Check #	Amount
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

Currency

100's x _____ = _____

50's x _____ = _____

20's x _____ = _____

10's x _____ = _____

5's x _____ = _____

2's x _____ = _____

1's x _____ = _____

Coins

\$1.00 x _____ = _____

.50 x _____ = _____

.25 x _____ = _____

.10 x _____ = _____

.05 x _____ = _____

.01 x _____ = _____

ATTACHMENT M

Date _____

California State University
Northridge

Department: Police Services, Parking & Transportation Services

← PARKING SERVICES →					UNIVERSITY CASH SERVICES		
Date Processed	Bag #	Area	Amount	Processed by	Received by	Receiver's Initials	Date Received
1	843						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

California State University Northridge
 Department of Police Services - Parking Services
 Fall Semester Parking Permit Inventory Reconciliation - by Cashier

Name of Cashier: _____

Month / Year: _____

Date	Supervisor Issuer	FALL STUDENT			FALL STUDENT stakers			FALL ES			FALL EB			Cashier	Verified Supervisor	Date
		Beg Inv	Sales *	End Inv	Beg Inv	Sales *	End Inv	Beg Inv	Sales *	End Inv	Beg Inv	Sales *	End Inv			
1		Additions ->			Additions ->			Additions ->			Additions ->					
2		Additions ->			Additions ->			Additions ->			Additions ->					
3		Additions ->			Additions ->			Additions ->			Additions ->					
4		Additions ->			Additions ->			Additions ->			Additions ->					
5		Additions ->			Additions ->			Additions ->			Additions ->					
6		Additions ->			Additions ->			Additions ->			Additions ->					
7		Additions ->			Additions ->			Additions ->			Additions ->					
8		Additions ->			Additions ->			Additions ->			Additions ->					
9		Additions ->			Additions ->			Additions ->			Additions ->					
10		Additions ->			Additions ->			Additions ->			Additions ->					
11		Additions ->			Additions ->			Additions ->			Additions ->					
12		Additions ->			Additions ->			Additions ->			Additions ->					
13		Additions ->			Additions ->			Additions ->			Additions ->					
14		Additions ->			Additions ->			Additions ->			Additions ->					
15		Additions ->			Additions ->			Additions ->			Additions ->					

Attachment "N2"

California State University Northridge
 Department of Police Services - Parking Services
 Summer Parking Permit Inventory Reconciliation - by Cashier

Name of Cashier: _____

Month / Year: _____

Date	Supervisor Issuer	SUMMER 1			SUMMER 2			SUMMER 3			SUMMER RESIDENT			SUMMER ES			SUMMER EB			Cashier	Verified Supervisor	Date
		Beg Inv	Sales *	End Inv	Beg Inv	Sales *	End Inv	Beg Inv	Sales *	End Inv	Beg Inv	Sales *	End Inv	Beg Inv	Sales *	End Inv	Beg Inv	Sales *	End Inv			
1		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
2		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
3		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
4		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
5		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
6		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
7		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
8		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
9		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
10		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
11		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
12		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
13		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
14		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					
15		Additions ->			Additions ->			Additions ->			Additions ->			Additions ->			Additions ->					

AS OF: 11/01/13 CALIFORNIA STATE UNIVERSITY, NORTHRIDGE PAGE NO. 1
POSTING LOG: DAILY CASH

CITATION	DATE PAID	DATE ENTERED	AMOUNT PAID	POST SEQUENCE	POST METHOD	VIOL CODE
06130777	10/28/13	10/28/13	\$48.00	1	CC	
12131053	10/28/13	10/28/13	\$48.00	1	CC	
		2 CC	\$96.00	<<FOR	OPERATOR	AD
		2 CITS	\$96.00	<<FOR	OPERATOR	AD
CS143320	10/28/13	10/28/13	\$70.50	9201	CH	
CS141108	10/28/13	10/28/13	\$70.50	9202	CH	
		2 CH	\$141.00	<<FOR	OPERATOR	JG
		2 CITS	\$141.00	<<FOR	OPERATOR	JG
07130796	10/28/13	10/28/13	\$48.00	1	CC	
14130294	10/28/13	10/28/13	\$48.00	1	CC	
		2 CC	\$96.00	<<FOR	OPERATOR	VM
		2 CITS	\$96.00	<<FOR	OPERATOR	VM
GRAND TOTAL:		6 CITS	\$333.00	<<<		