




**POLICY
AND
PROCEDURE
MANUAL**

University Auxiliary Services
1 University Drive
Camarillo, California, 93012

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DATE: June 1, 2008

POLICY NUMBER: 1.10

POLICY NAME: **Cost Allocation**

Policy on Cost Allocation Plan

Per Executive Order No. 753 – Allocation of Costs to Auxiliary Enterprises (“EO 753”), the campus chief financial officer is charged with ensuring that auxiliary enterprises are charged for allowable direct costs plus an allocable portion of indirect costs associated with facilities, goods, and services that are provided by the University and paid for from the General Fund. EO 753 requires a written cost allocation plan documenting the basis and allocation of General Fund costs to auxiliary enterprises. The campus chief financial officer must approve the plan annually.

Background

~~University Glen Corporation~~ University Auxiliary Services (“UGCUAS”) is an auxiliary organization in good standing with the California State University and is therefore considered an auxiliary enterprise according to the definition provided in EO 753.

California State University Channel Islands Site Authority (“Site Authority”) and California State University Channel Islands Financing Authority (“Financing Authority”) are not considered auxiliary organizations with the California State University although they are related to the California State University.

The relationship between UGCUAS, the Site Authority, Financing Authority, and California State University, Channel Islands (“CSUCI” or “University”) is unique in that UGCUAS exists to manage the daily operating activities of the Site Authority. The Site and Financing Authorities exist to provide affordable housing for faculty and staff and to generate funds for academic capital.

Cost Allocation Methodology

Each of the divisions was examined to determine if it provided a service to UGCUAS. If a division did provide services to UGCUAS, the services were isolated to particular departments. Those departments were examined to determine whether the costs were direct or indirect or a combination of both.

There are two components to the determination of direct costs: (1) materials and supplies and (2) salaries and benefits. For all service areas, UGCUAS will reimburse for materials and supplies that are solely and directly UGCUAS related in their use. In examining the direct costs associated with salaries and benefits, if a specific position within the department could be identified as

being dedicated exclusively to UGGUAS, the employee costs associated with that position were classified as a direct cost.

Following is an explanation of the allocation method used for each service area.

Public Safety

Public Safety (Police/Transportation/Parking) provides services for all areas of the campus. There is a Memorandum of Understanding between UGGUAS and DPS regarding the services provided by DPS and the cost of those services.

Administration and Finance: Accounting and Purchasing

The Accounting department provides accounting services for the University and UGGUAS. Its functions include accounts payable, accounts receivable, University cashing, purchasing, and financial reporting.

- *Direct Costs, Materials and Supplies* – UGGUAS will reimburse for materials and supplies that are solely and directly UGGUAS related in their use if not paid directly.
- *Direct Costs, Salaries and Benefits* – The staff will complete a survey of their time spent on UGGUAS activities. Their total hours will be multiplied by their respective salary and benefits rate.
- *Indirect Costs* – Indirect costs will not be allocated to UGGUAS because virtually all other such costs are direct charged.

Administration and Finance: Human Resources

Human Resources provides consulting services to UGGUAS on a variety of issues. A Memorandum of Understanding is in development which will address detailed services and costs.

Direct Reimbursements

The Direct Reimbursements category consists of the salaries and benefits of University employees whose services are directly tied to UGGUAS.

- *Direct Costs, Salaries and Benefits* – Direct reimbursements consist of the salaries and benefits of the Director, Sales Manager, office administration and any student help that may be utilized.
- *Indirect Costs* – There are no indirect costs.

Definitions

The following definitions are extracted from EO 753 and the Guidelines for General Fund Cost Allocation Plans (“Guidelines”).


- “Direct Costs” are those costs that can be readily assigned to a particular cost objective with a high degree of accuracy and without an inordinate amount of accounting. Examples of direct costs can include employee salaries, shipping charges, postage, and telephone usage.
- “Indirect Costs” are those costs that cannot be readily assigned to a particular cost objective without effort disproportionate to the benefits received. These costs are incurred for purposes common to a number or all programs or activities of the campus but cannot be charged directly to such programs or activities with any reasonable degree of accuracy and without an inordinate amount of accounting. They are sometimes referred to as overhead or administrative expenses and can include operation of plant and maintenance costs and general administration and general expense costs.
- Operation of plant and maintenance includes administration, supervision, operation, maintenance of the institution’s physical plant such as janitorial and utility services,

repairs, care of grounds, maintenance and operation of building and other plant facilities, security, environmental safety, hazardous waste disposal, insurance, facility planning and management, central receiving, allocable share of fringe benefit costs, depreciation and use allowances, and interest costs.

- General administration and general expense include those expenses incurred by administrative offices that serve the entire university such as executive administration, facilities management, business services, budget and planning, personnel management, risk management, legal services, and the operations of the administrative management information systems.
- “Incremental Costs” are those costs that would not have been incurred if the auxiliary organization were not present. These costs are generally direct costs but may include indirect costs.

References:

- Executive Order No. 753 – Allocation of Costs to Auxiliary Enterprises
- Guidelines for General Fund Cost Allocation Plans by the CSU Financial Officers Association

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DATE: November 20, 2008

POLICY NUMBER: 2.20

POLICY NAME: **Policy on Procurement**

Policy

This policy applies to the purchase of materials, equipment, supplies and services paid from the California State University Channel Islands (CSUCI) auxiliary, ~~University Glen Corporation~~ University Auxiliary Services (UGCUAS), administered funding sources. This policy blends efficient business practices and governing policies that satisfy the requirements of federal, state and independent auditors.

Travel, retention of artists, entertainers, catering and speakers are not subject to the provision of this policy.

All purchase orders must be approved by UGCUAS prior to commitment; accordingly, requests for goods and services must be submitted to UGCUAS prior to making purchases within the guidelines of this policy and procedure.

- A. Purchases shall be made in a manner that supports a competitive bidding process and at the lowest cost consistent with quality, specifications, service and product availability.
- B. Fitness and quality being equal, recycled products shall be considered for procurement in place of non-recycled products, whenever such products are available at not more than the cost of their non-recycled counterparts.
- C. Volume or pool purchase, annual purchase agreements and State Purchasing contracts may be utilized when deemed to be advantageous to UGCUAS.

Purchase Order Request Process

- A. Purchasing materials, equipment and supplies from one vendor with a total cost (excluding shipping, handling, tax and freight) that exceeds **\$3,000*** should be requested using the CSUCI UGCUAS Request for Goods and Services (RGS) form with the exception of travel, retention of artists, entertainers, catering and speakers.
- B. Once the goods have been identified, the purchase should be evaluated to determine if competitive bids are required based on the following guidelines.

Guidelines for Purchase of Materials, Equipment & Supplies

****Materials, Equipment and Supplies between \$3,000 and \$10,000***

The authorized signer is required to submit a [UGGUAS](#) Request for Goods and Services (RGS) with one price quotation from the vendor in order for Procurement to issue a purchase order.

****Materials, Equipment and Supplies over \$10,000***

The authorized signer is required to submit a [UGGUAS](#) Request for Goods and Services (RGS) with a minimum of three price quotations attached from vendors in order for Procurement to issue a purchase order.

Materials, Equipment and Supplies over \$50,000

The authorized signer is required to submit a [UGGUAS](#) Request for Goods and Services (RGS) and Procurement can help obtain three formal bids from providers based on written specifications, which recognize competitive pricing, responsiveness to specifications, and reputation of vendors. Procurement will complete the bid process and issue a purchase order.

Guidelines for Purchase of Services:

****Services under \$50,000***

The authorized signer is required to submit a [UGGUAS](#) Request for Goods and Services (RGS) with at least one or more bids from providers based on written specifications, which recognize competitive pricing, responsiveness to specifications, and reputation of vendor(s). Procurement will issue a service order or contract. Insurance shall be required for services that are to take place on the campus property.

Services over \$50,000

The authorized signer is required to submit a [UGGUAS](#) Request for Goods and Services (RGS) and Procurement can help obtain a minimum of three formal bids from providers based on written specifications, which recognize competitive pricing, responsiveness to specifications, and reputation of vendors. Procurement will complete the bid process and issue a service order or contract. Insurance shall be required for services that are to take place on the campus property.

***Excluded from formal competitive bid process are those thresholds indicated by asterisk above, as well as:**

Sole source purchases on a non-competitive basis will require written justification and approval. The sole source written justification should include:

- A. Unique performance factors of the products/services specified,
- B. Why the factors are required,
- C. What other products have been evaluated and rejected and why

Food service and other event-related items. These purchases may be made upon the basis of a single quote from a reliable and convenient source of supply as determined by the authorized signer; however, quotes from multiple vendors may also be considered for the same event. In any case, travel, retention of artists, entertainers, catering and speakers are allowable

as direct pay. A more formal procurement process adds little value to these types of transactions. However, award shall be made on terms most advantageous to UGCUAS based on quality, price, service and delivery.


Retention of service contractors should generally be on a time and material basis. Professional liability insurance may be required of service contractors depending on the nature and location of the services rendered. Authorized signer's approval must be obtained prior to the retention of service contractors.

Conflict of Interest: No UGCUAS Board member, employee, or CSU employee shall personally derive any benefit or gain or receive preferential treatment related to the purchase of equipment, supplies or services for UGCUAS.

SBE/DVBE/MBE/WBE: Some funding agencies may require the use of a process that affirmatively seeks bids from small business enterprises (SBE), disabled veteran owned business enterprises (DVBE), minority owned business enterprises (MBE) and/or women owned business enterprises (WBE). The UGCUAS Project Director is required to seek such bids if specified in the award.

Restrictions: The purchase of materials, equipment, supplies and services are subject to the following restrictions:

- A. The purchase must be a reasonable, allocable and allowable charge.
- B. Equipment purchases are generally secured using a purchase order to ensure proper handling, warranty (where appropriate), and recording for inventory purposes. If equipment is purchased and then submitted on a check request for reimbursement, UGCUAS has the discretion not to approve the purchase if proper information is not received or proper bidding procedures were not followed.
- C. Hazardous materials must be secured using a purchase order to ensure proper handling of the substances and University notification and approval.

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DATE: September 1, 2011

POLICY NUMBER: 3.20

POLICY NAME: **Reserves**

California State University Policy

The establishment of adequate reserve policies for CSU auxiliaries is required to meet the California State University financial standards established in Education Code, Section 89904(b). Section 89904(b) states that auxiliaries shall implement financial standards that will assure fiscal viability by the establishment of reserve funds for current operation, capital replacement and new business ventures. The following policy follows the “Financial Standards and Fiscal Viability” for Financing and Risk Management as stated in Appendix G of the CSU Policies for Auxiliary Organizations.

POLICY

This Reserves Policy is therefore established to provide the basis for the annual review of fiscal viability, to comply with accepted accounting principles relative to balance sheet presentation of reserves, and to provide the criteria for distribution of reserves.

TERMS AND DEFINITIONS

Sources of funds

~~University Glen Corporation~~ University Auxiliary Services (“UGCUAS”) sources its operating capital from the following:

- Reserve contributions
- Management Fees
- Miscellaneous income

Use of funds

UGCUAS expends funds for current operations and designated programs.

Reserves

Reserves are generated from:

- An excess of revenues over expenses, and
- Budgeted reserves within Commercial Services.

Funding Reserves

Allocations to reserves from the first source may be recommended in any year to any of the following UGCUAS designated provisions when unrestricted revenues exceed expenses.

- Working Capital & Current Operations

Allocations from Commercial Services are set aside for:

- New supplies and equipment not accounted for in the annual budget
- Planning for future expansion
- New food programs

FUNDING PRIORITY


Excess revenues will be allocated as follows:

Working Capital and Current Operations and Commercial Services

This appropriation will be maintained at a reserve level until it is sufficient to provide for at least one (1) year of normal operating expenses for all UGGUAS operations.

USE OF RESERVES

All funding and expenses from the above reserves will be reviewed by the UGGUAS Board and recommended for acceptance by the Board of Directors and University President. Expenses will be in accordance with the annual budget as approved by the Board and University President.

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DATE: June 1, 2008

POLICY NUMBER: 4.10

VERSION: 2

REVISION DATE: August 25, 2019

APPROVAL DATE: August 25, 2019

POLICY NAME: Cash Receipts and Disbursements

TRAINING OF STAFF:

All UAS staff that deal directly with cash and cash equivalents, must be trained on all policies and procedures prior to being allowed to work independently. Evidence of this training will be signed by both the Supervisor and the Employee in the form of a signed UAS Retail Dining + Cashiering New Hire Training Checklist (**Exhibit A**). Cashiers don't have access to safes.

SECURITY OF SAFES AND CASH STORAGE LOCATIONS:

- Access to safes is only granted to Supervisors or Managers (cashiers do not have safe access) and only done so after they have received training on all UAS Cashiering Policies and procedures. Supervisors and Managers will not be granted Safe access until there is a New Hire UAS Safe Access Training Checklist (**Exhibit B**) approved by the Retail Dining Manager or the Retail Dining Manager's Superior.
- Department Managers will conduct an annual review of access to Micros/Cash Registers by completing a UAS Annual Department Manager Review of Register Sign-In Form (**Exhibit C**) and confirm that all personnel granted access for their units in their area of responsibility are valid.
- All Cash must be stored in a locked and secured safe when not in a locked cash drawer in a register.
- A list of all UAS Safe locations and who has access to each of those safes must be maintained by UAS Corporate Office.
 - Access to safes is granted by the Retail Dining Manager, UAS Dining Director or UAS Executive Director only and the list of people with access is maintained by the Manager of Retail Dining.
 - The list of people with access is reconciled to the UAS Corporate list.
 - This list will be updated within 5 business days of a change in the staffing

with said access.

- All Safes must have combinations changed every year at the beginning of the fiscal year.
- An individual users combination must be removed from a safe within 1 business day of an employee's last day
- The Cash balances of every safe are confirmed at the beginning of their work schedule.

CASHIERING POLICY

- Individual tracking of access to cash registers and their cash drawers will be maintained via Register Sign-In Sheet (**Exhibit H**). These will track each new cashier as they begin working on an individual cash register/POS. The records of this will be maintained for 1 year.
- The Lead Cashier/Supervisor will prepare a Daily Cashier Report (DCR) (**Exhibit D**).
- A secondary Supervisory or Manager will then review all deposits after that was initially counted by the Lead Cashier/Supervisor only at that point will the deposit be made.

CASH RECEIPTS

- All cash receipts are retained by way of the POS/Register System and are reconciled with the Daily Sales Report.
- The Supervisor or Manager completes a Deposit Ticket. Which details cash currency of an individual retail location on a daily basis.
- The Deposit Ticket is shared with the Accountant via Dropbox.

CREDIT CARD RECEIPTS:

- All credit card receipts are retained by way of the POS/Register System and are reconciled via the Daily Sales Report.

CASHIER'S OFFICE:

- Checks arrive at the University Cashier's Office.
- Check envelopes are sorted by a University Cashier.
- A University Cashier makes copies and endorses all the checks.
- A University Cashier prepares a Daily Receipts Log and initials it.
- A University Cashier processes all credit card transactions.
- A University Cashier hand delivers all Daily Receipts Log with backup and picked by Garda.

ACCOUNTING:

Records in their system with initial information from the Consolidated Revenue Center Balance Report and data entered to a Deposit Daily Form (DDF) (**Exhibit E**) for upload into PeopleSoft. After the formal batch report is completed, accounting can adjust entries if information indicates any changes are needed.

- Handling of cash and posting to ledgers or reconciling to bank statement must be segregated.
- The Accountant does not have access to cash.
- The Deposit Ticket is shared with the Accountant via Dropbox.
- The Accountant reviews the Custom Consolidated Revenue Center Balance Report with back up and recording the receipts into the appropriate account.
- The Accountant data enters the information from the Custom Consolidated Revenue

- Center Balance Report into the Deposit Detail Form (DDF) by individual entity.
- The Accountant enters the information into Peoplesoft via the posting journal the following day.
- The Accountant confirms via the UAS Bank Account online the dollar deposit and reconciles it to the DDF.
- All DDFs are filed in the Accounting Office via the CI Shared drive. Discrepancies are resolved by comparing the DDF and the Daily Cashier Report.
- The University Auxiliary Services bank accounts are reconciled at least monthly. Reconciliations shall be in sufficient detail to determine components of outstanding reconciling items.
- The daily upload of daily deposit forms (DDFs) and reconciliation against bank account will eliminate aged reconciliation items.
- The Accountant reviews stale dated checks monthly and works with vendors to reissue checks.
- For unresolved issues with checks over a year old, an allocation to a liability escheat account is entered.
- The reconciliation of any items are cleared monthly when practical. Reconciliations are performed by the Campus Accountant, without vested interests in the original transaction. Reconciliation records is retained per fiscal records retention policy.
- Cash receipts and credit card payments are entered by Campus Accounting Technician on a weekly basis. The reports are sent in by UAS managers daily from MICROS reporting. The DDFs are uploaded in PeopleSoft daily and reconciled monthly against the bank statements.
- Reconciling items are to be cleared monthly when practical. Exceptions to a monthly clearing must include justification and be reviewed and approved by a supervisor.
- The Accountant will notify the Executive Director and UAS Dining Director of any deposits that show a discrepancy among the 3 reports (Daily Deposit Ticket, Consolidated Revenue Center Balance Report and the Bank Reconciliation).

DISBURSEMENTS

- University Auxiliary Services operates under blanket agreements with their suppliers/vendors. The University Auxiliary Services, Inc. adopts the policy of the Campus that funds disbursed in settlement of official university commitments and activities are properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations. The disbursements are submitted to Accounting technician for processing. The disbursement is required to include receipts and supported documentation that supports the business purpose. The Accounting Technician is responsible to obtain authorization signature and requests a check from Campus Accounts Payable manager.

CHECK REQUESTS:

Expenses are processed once original invoices, not statements (with the exception of Credit Cards), are received by Accountant. **(Exhibit F)**. If a receipt is ever missing a Lost/Itemized Receipt Form Affidavit **(Exhibit G)** must be completed by the check requestor and that must be approved by the UAS Executive Director or their Superior.

INVOICES:

- Accounting will date stamp all invoices received.
- Invoices will be forwarded to the Executive Director or Director of Dining (depending on signatory authority) of UAS for the issuance of payment. They will sign the

- supplier invoice.
- Any invoice in an amount over the Executive Director's spending limit will be sent to the Executive Director's supervisor for authorization and they will send it directly to Accounting.
 - Requests for payment for things like petty cash funds with low dollar purchases generated at UAS office (i.e. UAS employee reimbursements) will only occur after the Executive Director's final authorization.

Note: In cases where UAS is paying for meals or catered events for UAS staff or Board Members, a meeting agenda and list of attendees must also be attached to the check request or invoice. The purpose for the meeting must be clearly noted on the check request.

CREDIT CARDS: (Procurement Card)

Credit Card statements arrive once a month. Credit Cards are issued only with the approval of the Executive Director. All cardholders are required to receive Campus Procurement Card training, comply with all Campus Procurement Card Policies and Procedures. The Executive Director reviews all monthly credit card statements prior to payment. The Executive Director will review all monthly transactions of each P-Cardholder statement for

- Accuracy and appropriateness.
- Compliance with University bidding thresholds for P-Cards.
- All proper documentation that must be included with the monthly P-Card Reconciliation Packet.
- Prohibited items or transactions requiring a waiver that may have been purchased.
- Verify that the transactions requiring a waiver are properly justified.
- Notify the P-Card Program Administrator of any non-compliance transactions.

If a receipt is ever missing a Lost/Itemized Receipt Form Affidavit (**Exhibit F**) must be completed by the check requestor and that must be approved by the UAS Executive Director or their Superior.

Exhibit A
Of UAS Policy 4.10
UAS Retail Dining New Hire Training Checklist

Employee: _____ Supervisor: _____ Date: _____

What to do when you arrive:

- **Proper Attire:** [15 min rule to go change]
 - First time-warning, second time-write up.
 - You must clock out for this.
 - Apron (where appropriate).
 - Closed-toe shoes.
 - No tank tops, no see-through clothing (just be appropriate).
 - Nametag (If you don't have one yet, we will order one. Just pick a random one for now.).
- **Time Clock:**
 - Clocking In/Out w/ ADP.
 - Type in your I.D number and hit Enter.
 - Scan finger print.
 - Time Card Exceptions [Show how to fill them out properly/where to put them].
- **Where to go?**
 - Go to your supervisor on shift to ask who you need to replace or what needs to be done.
 - There are multiple things to do once you arrive: check register lines, stock product, clean, replace employees who've left who are off, etc.
 - If you want to rotate tasks, ask your supervisor.

Who's Who:

- Director of UAS Dining, Peter Maher.
- Manager of UAS Retail Operations, Brian Bernardez.
- UAS Dining Executive Chef, Nic Manocchio.
- Store Supervisors.
- Town Center Market Store, Gerardo Martinez.
- Pizza 3.14 , Lino Hernandez-Mendoza, Joaquin Castanon, Luis Angel.
- JSB Freduian Sip Store, Brandon Banuelos.
- Sea Store Store, Hector Hernandez and Christian Portillo.
- Supervisors [Shift leader always changing, check schedule].

Terms of Employment:

- Finals Hours [mandatory shifts/hours].
- You may be required to work extra hours because we are open longer (typically ranges between 2-6 hrs).
- Two Week Notice. UAS expects all employees to be professional and give 2 weeks' notice.
- You are not re-hirable if you quit without 2 weeks' notice.
- Mandatory breaks:
 - You can only work up to 5 consecutive hours without taking a mandatory 30 minute break for which you must clock out.
 - If you work 8+ hours in a day you must take at least an hour break (no later than 5 hours into the shift). Again, you must clock out and this is unpaid.
- Absences, Tardiness, Termination (3 write-ups)

- Communication is KEY. If you are late, you will be written up. If you know you are going to be absent, LET MANAGERS/SUPERVISORS KNOW. It is your responsibility to try and find a cover. Please let your supervisor on shift know who is covering you, esp. if it is last minute.
- If you get terminated by UAS you are not eligible for rehire at ANY UAS operation.
- Write-ups are given by the discretion of the supervisor for:
 - Negligence
 - Insubordination
 - Not listening to supervisor or manager
 - Being tardy/absent
 - Improper work attire
 - Not approving timecard
 - Improper procedure (for any task, especially opening or closing)
 - **3 write ups per semester is grounds for termination**

Pay Checks:

- Bi-monthly paycheck.
- See your Supervisor about problems with paychecks AND to sign up for direct deposit.

Inventory:

- Inventory occurs every month on the last business day of that month.
- Mandatory! If you are scheduled to work during this time, you will be expected to assist.

Important info to check:

- We like to have an employee contact list to help employees contact one another.
- Schedules [For breaks, finals...etc.]
- Phone List [sent via email by your Manager; use this to contact anyone in the store]

Substitutions/Shift Covers:

- **Shift Cover**
 - Both employees (the one who is having their shift covered as well as the employee who agreed to cover that shift) need to inform their supervisor in advance.
 - If there is a no-show, the employee who agreed to cover the shift will be written up.
 - In case of emergencies: **CALL** other employees for a cover and YOUR SUPERVISOR to let them know you will not be coming in. If you cannot get a hold of anyone, then CALL the managers and we will work it out.
- **Phone Lists**
 - Who to call first: other employees, then Store Manager.
 - **ALWAYS COMMUNICATE.** Email, text, call (in person works great too).
 - **Illness:**
 - Who to call: supervisors on duty, then store manager
 - Acceptable notice to student managers: try to get a hold of people in enough time to get it covered, at least a couple hours before your shift
 - After being out sick for more than 2 days, a doctor's note is required.

Sanitary Standards:

- Sanitation procedure
 - Posted
- Make sure to use the sanitation bucket.
- Washing hands, location of sinks, gloves, keeping food/products off the ground, etc.
- Food Handler Safety Card is required.

Behavior on Shift:

- Be polite and courteous to all customers.
- Greet customers, especially when it's slow.
- No profanity.
- Be professional.
- Be proactive and do not stand around. There is ALWAYS something to do.
- If you need to take a phone call, ask your supervisor.
- If you need a quick break, ask your supervisor.
- No eating on shift unless authorized by your supervisor and done so in the back.
- No drinks without lids on the sales floor, esp. by the registers.

New Employee Tours:

- Backroom and Walk-In Fridge: Where things go, what's in there, keeping it clean, etc..
- Dumpster/Trash Location [recycling, trash, compost].
- Loading Dock: If there is one.
- Kennedy bins, milk crates, soda crates and pallets.
- Store/Cafe Floor: All aisles, products, school supplies, baked goods, medicine, school supplies, etc.
- Phones: [Answer them: "Thank you for calling Town Center Market/Light House Café/etc., this is ____ speaking". Pass to supervisor if needed].
- If the phone rings and no one has picked up, please answer the call.
- Sometimes customers call asking for store hours, lost items, etc. If you are ever unsure about a question, tell them to hold while you find a supervisor/manager.

Stocking:

- Extremely essential to the success of the store!
 - Shelf and refrigerator stocking/backroom. Don't only focus on fridge
 - Rotating [Especially Grab-and-Go foods and yogurts]
 - Put new products BEHIND old products.
 - Putting away deliveries [make sure to count items: baked goods, sandwiches and paper goods]
 - Keep back stock organized. There is a shelf space for every item so please put items away appropriately.
 - Do not leave any products directly on the floor. You can use the blue crates to prop them up.
 - Try your best to break down boxes as you stock.
 - There is always something to stock—ask your supervisor.

Waste Log/Left over product:

- Show where the Waste Log is in the back.
- Go over how to fill it out.
- Indicate which items we receive credit for: PEPSI, Kennedy, etc.
- Mispicks: if an item mistakenly gets sent to the store, please let your supervisor or a manager know (For example: if we receive something we clearly don't sell it's probably a mispick).

Registers/Cashiering:

- **Cashiering Duties/Responsibilities:**
 - Cash Drawers
 - Retail Dining night Supervisor prepares the deposit and am Supervisor double checks and enters the deposit in to log book
 - Cashier and Supervisor both count in and count out the register at the beginning and end of the cashiers shift
 - Register Sign-In is kept at each register and all employees who use that register must sign in and out.

- **Cash handling:** Mark \$20 bills and up with the counterfeit pen.
- **Forms of Payment:** Ask if the customer will be paying in cash, card or Dolphin One-Card and press the appropriate button on the tender screen of the register
 - **Cash Transaction:** Make sure to press the cash button if the payment is a cash transaction, after pressing cash the register will open then make sure to place the cash inside the register tray and distribute change if any
 - **Card Transaction:** Make sure to press the credit card button on the tender screen and swipe their card, then wait for the transaction to finish.
 - If their card is not reading, try swiping card from bottom up and/or placing a receipt paper around the card and swiping. If all else fails, you can manually enter the card but only with a valid photo ID present.
 - **Dolphin One-Card Cards: [Card must be present].**
 - Make sure to press the One-Card button on the tender screen and swipe their card, then wait for the transaction to finish.
 - If their card is not reading, try swiping card from bottom up and/or placing a receipt paper around the card and swiping. If all else fails, you can manually enter the card but only if the image matches the person trying to purchase the product.
 - **DOLPHN ONE CARD** must be present at the point of purchase.
- **Scan product:** Make sure to scan all items to ensure all product is accounted for.
 - Explain what to do if something doesn't ring up. [Use SKU/ask supervisor]
- **Receipts:** Ask customer if they want a receipt, show how to print if customer wants their receipt.
 - Show how to refill receipt paper.
- **Returns:**
 - All returns or voids must be approved by both the Cashier and Supervisor or Manager and the receipt must be signed and retained by the approving Supervisor or Manager.
 - If a mistake was made, always consult a Supervisor. They alone have the authority to grant a return. Returns cannot be done by non-Supervisory employees.
- **Cashier logs:** Always sign your name when using a register, even if only for a short period.

Greetings and thanking customers:

- Be polite and courteous
- Make sure to keep an eye out for customers when you are in the front alone.

When it's slow:

- "When it's slow" lists at the registers.
- Explain how to do a walk through for misplaced products. This can be done at any time during shifts.
- CLEAN
- **No reading study materials, no eating on floor, NO CELL PHONE USE ON THE FLOOR** (breaks, calls, and texts can be taken/done in the back)

Sanitation Checklist

- **Sanitation Procedure**
 - Note: This applies to every counter surface that food might touch
 - Every morning, fill the red sanitation bucket to the second line
 - Place a clean towel in the bucket neatly
 - Whenever you are cleaning counters, espresso machines, coffee urns, or the milk wands, please use this towel, placing it back in the sanitizer after use

- If you are wiping food or milk waste off of the counters, it's okay to use a wet towel or the spray bottles first as long as you use sanitizer directly afterwards
- This solution will last for about 4 hours. At the beginning of every Supervisor shift, the Supervisor should check the concentration to ensure it is above 200ppm (use the testing paper located in the coffee room)
- If it is not above 200ppm, pour it out in the back sink and fill the bucket again.
- At closing, ensure the bucket is emptied and cleaned ready to use in the morning
- Sanitation must be changed at most every four hours. You can change sanitation before four hours but no later than four hours.
- Initial confirmation sheet that sanitation has been changed on sanitation log (in the front at the soup station and sanitation log in coffee room)
- **General Cleaning**
 - Cleaning Solution is used for cleaning floors when spot mopping, or wiping down counters BEFORE sanitizing

If anyone has any questions about ANY of the cleaning procedures, please talk to your Supervisor or Manager **[Make sure the employee is confident and comfortable, assure them that you can walk them through things and answer any questions]**

My Supervisor and/or Manager has informed me, and I understand the above obligations, commitments, and procedures, including that which is listed in the Employee Handbook.

Employee Signature Date

Supervisor/Store Mgr. Signature Date

Employee Name (PRINTED)

Exhibit B
Of UAS Policy 4.10
New Hire UAS Safe Access Training Checklist

New Hire UAS Safe Access Training Checklist

Supervisor/Manager: _____ Training Supervisor/Manager: _____

Date: _____

Safe/Cash Controls:

Training is conducted by an existing Supervisor, Manager, UAS Manager of Retail Dining or UAS Director of Dining

Safe access will only be granted upon completion of this training as documented by signature of the Training Supervisor/Manager.

● **Daily Deposit procedure**

- The Closing Supervisor will have prepared the Daily Cashier Report deposit from the previous day
- The opening Supervisor or Manager will then
 - Confirm that the Daily Cashier Report (**see Exhibit A**) is correct by reconciling the Daily Sales Report from Micros with the Daily Cashier Report Totals.
 - If those amounts don't match up the Opening Supervisor or Manager will
- Count all cash in the safe including the Change Fund and Register tills.
- Identify any shortages or overages within those funds.
 - If the discrepancy is more than \$5 the Supervisor or Manager will contact Accounting and the UAS Director of Dining.
- The Deposit Ticket(**see Exhibit B**) is completed by the Opening Supervisor or Manager
- The yellow carbon copy portion of the Deposit Ticket is retained and the white carbon copy portion is placed within the Deposit Bag.
- Cash is placed in the Deposit Bag along with the completed Deposit Ticket.
- The opening Manager or Supervisor seals the Deposit Bag (**see exhibit C**)
- All information on the exterior of the Deposit Bag must be completed. Including date, "said to contain", signature, From, To, Date, Account, Cash, Etc. and then Seals the Deposit Bag.
- Once sealed, the top portion of the Deposit Bag (**see exhibit D**). is removed for tracking purposes
- The yellow portion of the Deposit Ticket along with the top portion of the Deposit Bag are scanned together and sent to Accounting before 1:00pm that same day.
- **Note:** Cash in denominations over \$20 will have been confirmed via counterfeit pen previously at the point of sale.
- Once the Deposit Bag is sealed the unique bag number is logged into the Guarda Logbook (**see exhibit E**) .
 - Note: Guarda is the armored car service that UAS uses to safely transport cash.
- The Deposit Bag goes into the safe.
- Guarda comes to pick up the deposit.

- The Courier comes into the Retail location and uses his/her scanner to scan the unique barcode assigned to each Retail Dining location. This tracks that the pickup was conducted at the specific location and records to that are held by Guarda. No money can be transferred to Guarda unless the scan of the location as well as the scan of the Deposit Bag is conducted at pick-up time.
 - The Courier will confirm all Deposit Bag information including bag number, "said to contain and all other exterior information. Once identified the Courier will also ensure that date, number of bags, Said amount, bag number and destination listed on both the Guarda logbook and the deposit bag match.
 - Once confirmed, the Courier will sign, date and time the Guarda Logbook and the Logbook is retained by the UAS Retail Location. The Opening Supervisor will also sign the logbook confirming that the bag was released to the Guarda Courier.
- **Opening Till Procedure**
 - Supervisor or Manager prepares one till for each register that will be used that shift.
 - Count each individual till to ensure that it equals \$150. The cash that totals \$150 is recorded on the Daily Cashier Report under the Opening Bank section. This is done for each individual till.
 - The till is given to the Cashier and the Cashier independently confirm that the change fund equals \$150. Once that is confirmed, the till is taken directly to the cash register and secured in a locked drawer.
- **End of shift procedure.**
 - This procedure applies to the end of a shift of any length of time ensuring accuracy or sales per individual user. The Sign-In-Sheet is used to track multiple users operating out of an individual cash register.
 - The Cashier at the end of their shift independently counts their Till in a secured room.
 - If a till is ever outside of a locked cash register drawer it will be visually tracked by 2 or more people.
 - The Supervisor or Manager counts the value if that till without knowing the amount to ensure an accurate and independent count.
 - Both the Cashier and the Supervisor or Manager record the ending balances of the till on the Daily cashier Report.
 - After this is all confirmed, the cash deposit from the till (total cash in the drawer less the \$150 Opening Bank) is put into the locked zipped fabric bank bags and that is immediately stored inside the safe. The \$150 Till is placed back into the safe for future use.
- **Closing procedure**
 - End of shift procedures will need to have been completed for each register prior to the Closing Procedure being conducted
 - This is done after all registers have stopped operating/sales
 - The Closing Procedure is done inside a secured/locked room.
 - Tally up each individual register's deposits.
 - The Cash Deposit Total is recorded on The Daily Cashier Report. After this is entered, the Supervisor or Manager will only then look at the Sales Report and reconcile that value with the Register Report Cash Total to ensure balance. Any

variances will be noted on the Daily Cash Report and If the discrepancy is more than \$5 the Supervisor or Manager will contact Accounting and the UAS Director of Dining.

- The Supervisor or Manager will pull the Daily Sales Report from the POS system

- **Annual Review**

- Department Managers will conduct an annual review of access to Micros/Cash Registers by completing a UAS Annual Department Manager Review of Register Sign-In Form (**Exhibit F**) and confirm that all personnel granted access for their units in their area of responsibility are valid.

**Exhibit A
Of New Hire UAS Safe Access Training Checklist
Daily Cashier Report**

Operation: _____			Operation: _____				
Date: _____			Date: _____				
Register Number: _____			Register Number: _____				
Opening Supervisor: _____			Opening Supervisor: _____				
Closing Supervisor: _____			Closing Supervisor: _____				
Opening Bank	Cashier:	Supervisor	Count	Opening Bank	Cashier:	Supervisor	Count
Cash	Cash	Cash		Cash	Cash	Cash	
\$ 1.00	\$ 1.00	\$ 1.00		\$ 1.00	\$ 1.00	\$ 1.00	
\$ 5.00	\$ 5.00	\$ 5.00		\$ 5.00	\$ 5.00	\$ 5.00	
\$ 10.00	\$ 10.00	\$ 10.00		\$ 10.00	\$ 10.00	\$ 10.00	
\$ 20.00	\$ 20.00	\$ 20.00		\$ 20.00	\$ 20.00	\$ 20.00	
\$ 50.00	\$ 50.00	\$ 50.00		\$ 50.00	\$ 50.00	\$ 50.00	
\$ 100.00	\$ 100.00	\$ 100.00		\$ 100.00	\$ 100.00	\$ 100.00	
\$ 2.00	\$ 2.00	\$ 2.00		\$ 2.00	\$ 2.00	\$ 2.00	
Sub Total \$ -	Sub Total \$ -	Sub Total \$ -		Sub Total \$ -	Sub Total \$ -	Sub Total \$ -	
Rolled Coin	Rolled Coin	Rolled Coin		Rolled Coin	Rolled Coin	Rolled Coin	
\$ 0.01	\$ 0.01	\$ 0.01		\$ 0.01	\$ 0.01	\$ 0.01	
\$ 0.05	\$ 0.05	\$ 0.05		\$ 0.05	\$ 0.05	\$ 0.05	
\$ 0.10	\$ 0.10	\$ 0.10		\$ 0.10	\$ 0.10	\$ 0.10	
\$ 0.25	\$ 0.25	\$ 0.25		\$ 0.25	\$ 0.25	\$ 0.25	
Sub Total \$ -	Sub Total \$ -	Sub Total \$ -		Sub Total \$ -	Sub Total \$ -	Sub Total \$ -	
Loose Coin	Loose Coin	Loose Coin		Loose Coin	Loose Coin	Loose Coin	
\$ 0.01	\$ 0.01	\$ 0.01		\$ 0.01	\$ 0.01	\$ 0.01	
\$ 0.05	\$ 0.05	\$ 0.05		\$ 0.05	\$ 0.05	\$ 0.05	
\$ 0.10	\$ 0.10	\$ 0.10		\$ 0.10	\$ 0.10	\$ 0.10	
\$ 0.25	\$ 0.25	\$ 0.25		\$ 0.25	\$ 0.25	\$ 0.25	
\$ 0.50	\$ 0.50	\$ 0.50		\$ 0.50	\$ 0.50	\$ 0.50	
\$ 1.00	\$ 1.00	\$ 1.00		\$ 1.00	\$ 1.00	\$ 1.00	
Sub Total \$ -	Sub Total \$ -	Sub Total \$ -		Sub Total \$ -	Sub Total \$ -	Sub Total \$ -	
TOTAL \$ -	TOTAL \$ -	TOTAL \$ -		TOTAL \$ -	TOTAL \$ -	TOTAL \$ -	
Register total should always be \$150	Subtract \$150.00, enter total deposit			Register total should always be \$150	Subtract \$150.00, enter total deposit		
Opening Variance (+/-)	DEPOSIT \$ -	DEPOSIT \$ -		Opening Variance (+/-)	TOTAL DEPOSIT \$ -	DEPOSIT \$ -	
Register Report Cash Total:				Register Report Cash Total:			
Cash Deposit Total:				Cash Deposit Total:			
*Closing Variance (+/-):				*Closing Variance (+/-):			
Opening Variance (+/-):				*Opening Variance (+/-):			
If variance should be the same, note difference between them here: _____							
*If variance is + or - \$5.00 contact a manager to notify accounting							
Notes:							
Cashier Signature:				Cashier Signature:			

**Exhibit B
Of New Hire UAS Safe Access Training Checklist
Deposit Ticket**

8043
DEPOSIT TICKET
 FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

Rabobank, N.A.
 Box 6602
 Atwood, Ca. 94217-6602
 Customer Service 800-942-0222

Rabobank

DATE _____

CURRENCY	DOLLARS	CENTS
COIN		
LIST EACH CHECK		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

90-3842/1222

TOTAL ITEMS

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

PLEASE ENTER TOTAL

C I UNIVERSITY AUXILIARY SERVICES INC
 ONE UNIVERSITY DR
 CAMARILLO, CA 93012

1 2 2 2 3 8 4 2 0 1 2 6 0 0

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

Exhibit C
Of New Hire UAS Safe Access Training Checklist
Deposit Bag

39739331

Remove this tear-off receipt before sealing bag.

39739331
 39739331
 39739331

EVIDENT TAMPER EVIDENT
 REPAIR REPAIR REPAIR
 REPAIR REPAIR REPAIR

WARNING: Extremely Tamper Evident. Any Attempts At Entry Will Be Easily Detected!
 The appearance of the word TripLOK® VOID, disfiguration of the void tape, or smearing of the TAMPER EVIDENT print beneath the void tape may indicate tampering. Do not open TripLOK®. Notify sender.

SEALING INSTRUCTIONS

STEP 1. Work on a flat surface. Using ball point pen, fill out required information on bag and tear off receipt. Insert contents inside bag.

STEP 2. Remove tear off receipt and keep with copy of deposit ticket. Remove TripLOK® seal and remove adhesive.

STEP 3. Fold adhesive flap over to dotted line. Align numbering so it is smooth out all wrinkles. Do not fold beyond dotted line.

STEP 4. From center of bag, press firmly down on entire length of TripLOK® seal. Smooth out all wrinkles.

From: _____ Date: _____
 Account #: _____
 Said to contain:
 Cash: _____
 Checks: _____
 Other: _____
 Authorized Signature: _____

Stock #: 73609W
TripLOK®

VAULT PROCESS V.A.C. CERTIFIED

39739331

To remove contents-Cut along dotted line

Numbers 123 should appear on this edge of bag. Do Not Cut Here To Open! Numbers 456 should appear on this edge of bag.

Exhibit D
Of New Hire UAS Safe Access Training Checklist
Top portion of Deposit Bag

UAS Annual Department Manager Review of Register Sign-In Sheets

In compliance with ICSUAM section 8060.100, this Review must be completed no later than 30 days after the end of the Fiscal Year that is being reviewed.

I _____ (insert name of the Department Manager here) do hereby confirm that I have reviewed all Register Sign-In sheets for Unit _____ (insert the name of the UAS Unit/Operation here) and confirmed that there is no unauthorized use or access during the _____ (insert period of Fiscal Year in review here) Fiscal Year. This form will be kept on file in the UAS Corporate Office for a minimum of 5 years.

Supervisor/Manager Signature Date

Training Supervisor/Manager Signature Date

Employee Name (PRINTED)

**Exhibit C
Of UAS Policy 4.10
UAS Annual Department Manager Review of Register Sign-In**

UAS Annual Department Manager Review of Register Sign-In Sheets

In compliance with ICSUAM section 8060.100, this Review must be completed no later than 30 days after the end of the Fiscal Year that is being reviewed.

I _____ (insert name of the Department Manager here) do hereby confirm that I have reviewed all Register Sign-In sheets for Unit _____ (insert the name of the UAS Unit/Operation here) and confirmed that there is no unauthorized use or access during the _____ (insert period of Fiscal Year in review here) Fiscal Year. This form will be kept on file in the UAS Corporate Office for a minimum of 5 years.

Exhibit D Of UAS Policy 4.10 Daily Cashier Report

Operation:			Operation:		
Date:			Date:		
Register Number:			Register Number:		
Opening Supervisor:			Opening Supervisor:		
Closing Supervisor:			Closing Supervisor:		
Opening Bank		Cashier:	Supervisor Count		
Cash		Cash	Cash		Cash
\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
Sub Total	\$ -	Sub Total	\$ -	Sub Total	\$ -
Rolled Coin		Rolled Coin	Rolled Coin		Rolled Coin
\$ 0.01	\$ 0.01	\$ 0.01	\$ 0.01	\$ 0.01	\$ 0.01
\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05
\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10
\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25
Sub Total	\$ -	Sub Total	\$ -	Sub Total	\$ -
Loose Coin		Loose Coin	Loose Coin		Loose Coin
\$ 0.01	\$ 0.01	\$ 0.01	\$ 0.01	\$ 0.01	\$ 0.01
\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05
\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10
\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25
\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Sub Total	\$ -	Sub Total	\$ -	Sub Total	\$ -
TOTAL	\$ -	TOTAL	\$ -	TOTAL	\$ -
Opening total should always be \$150		Subtract \$150.00, enter total deposit		Opening total should always be \$150	
Subtract \$150.00, enter total deposit		Subtract \$150.00, enter total deposit		Subtract \$150.00, enter total deposit	
Opening Variance(+/-)	\$ -	DEPOSIT	\$ -	DEPOSIT	\$ -
Register Report Cash Total:		Register Report Cash Total:		Register Report Cash Total:	
Cash Deposit Total:		Cash Deposit Total:		Cash Deposit Total:	
*Closing Variance (+/-):		*Closing Variance (+/-):		*Closing Variance (+/-):	
Opening Variance (+/-):		Opening Variance (+/-):		Opening Variance (+/-):	
If variance should be the same, note difference between them here:					
*If variance is + or - \$5.00 contact a manager to notify accounting					
Notes:					
Cashier Signature:			Cashier Signature:		

Exhibit E Of UAS Policy 4.10 Deposit Daily Form

DDF Instructions

Enter the date (or really today's date) >
 Only one entry perform >
 Only one deposit type perform >

Enter preparer's name in case of questions >

Received From
 - List only if applicable
 - Will appear on Data Warehouse reports

Invoice / Claim #
 - List only if applicable
 - Invoice # would be listed by Michelle Heise, please call her at x3143 for Peoplesoft Chartfield

Description
 - Will appear on Data Warehouse reports

Amount
 - List each amount as a credit ☺

Total Deposit
 - Should match deposit ticket amount

Deposit Detail Form (DDF)

Submission Date: **7/31/2019**
 Business Unit: **CIUGC**
 Deposit Type: **CC**



DDF Contact Information

Name	Telephone	Dept	Email
Prepared By: Marisela Lopez		UGC01	marisela.lopez@csuci.edu

DDF Detail

Accounting Use Only	Received From	Invoice / Claim #	Description	PEOPLESOFT CHARTFIELD						Amount
				ACCT	FUND	DEPT	PROG	CLASS	PROJ	
1			Pizza CC Sales	204821	UGC01	9UAS05				\$ (411.54)
2			TC Market CC Sales	204821	UGC01	9UAS06				\$ (660.00)
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										
46										
47										
48										
49										
50										Total Deposit: \$ (1,072.54)

FINANCE USE ONLY:

Journal Description:

CIUGC-DR3519-14.8.15

Exhibit F Of UAS Policy 4.10 Check Request Form



Channel Islands
CALIFORNIA STATE UNIVERSITY

Reset Form

Check Request Form

CAMPUS
 FOUNDATION
 ASI
 SITE AUTHORITY
 UAS

People Soft Supplier ID:
 Payable to:
 Remit Address 1:
 Address 2/Attn.:
 City: State:
 Zip Code: Country:

NOTE: ALL new suppliers/vendors must complete CSUCI Payee Data 204 Form. Please submit to Procurement by e-mail: purchasing@csuci.edu.

Payment Instructions:

Mail to Payee
 Mail to Payee with attachments¹
 Wire Transfer Requested²
 Direct Deposit /ACH³
 Pick up at SBS⁴

Allowable Types of Payment - Not to Exceed \$1000.00 : Description and/or Explanation of Request*:

Allowable Types of Payment	Restricted Types:	Description and/or Explanation of Request*:
<input type="checkbox"/> Advertising <input type="checkbox"/> Art Model <input type="checkbox"/> Honorarium/ Speaker Fee <input type="checkbox"/> Independent Contractor Fees <input type="checkbox"/> UNIV Group Travel <input type="checkbox"/> Membership Fees / Dues <input type="checkbox"/> Note taking/ Interpreters <input type="checkbox"/> Permit/ License <input type="checkbox"/> Prepaid Postage/ Freight <input type="checkbox"/> Registration/Conference Fee <input type="checkbox"/> Stipend (LSAMP, etc.) <input type="checkbox"/> Subscriptions/ Periodicals <input type="checkbox"/> Other Refund <input type="checkbox"/> Other Payments	<input type="checkbox"/> Financial Services <input type="checkbox"/> HR/Payroll <input type="checkbox"/> HR/Main	<p style="text-align: center;"><i>Do not leave blank</i></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="font-size: small;"><i>*If the supplier/vendor provided a detailed invoice, please use the approval stamp directly on the invoice instead of using this form.</i></p>

Source of Funding:

Account	Fund	Department	Program	Class	Project	Amount
						\$
						\$
						\$
						\$
						\$
						\$
						\$

Description: Data Warehouse (30 character max) Total: \$

Description: Check Memo (70 char max)

APPROVAL: I am authorized to approve this expense, it serves a CSUCI business purpose and I certify that adequate funds are available.

Print Name of Requester & Extension	Print Name of Approver & Extension	Approver's Signature & Date
Requester's Signature & Date	Print Name of Approver & Extension	Approver's Signature & Date
Requester's Signature & Date	Print Name of Approver & Extension	Approver's Signature & Date

Exhibit G Of UAS Policy 4.10 Lost/Itemized Receipt Form Affidavit



Lost/Itemized Receipt Form

Employee Information

Cardholder Name:
 Business Unit:
 ▾

Vendor Name:

Purchase Date:

Qty:	Description	Unit Price:	Extension Price
Tax			
Shipping			
Total			\$ 0.00

Reasons original itemized receipt/receipt was not obtained for this order:

This affidavit is submitted in lieu of original receipt and attests:
 No original receipt for this expense is available
 The expense was incurred on behalf of the University business
 No reimbursement of this expense has been or will be sought
 or accepted from any other source.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.


Cardholder Signature: _____ Date: _____

Approving Official Signature _____ Date: _____

Print Name: _____

Exhibit H
Register Sign In Sheet

REGISTER SIGN-IN			
Print Name	Date	Time OUT	Time IN
Manager/Supervisor Daily Review: _____			

 <p>University Auxiliary Services</p>	<p><u>POLICY AND PROCEDURE MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
--	--	--

DATE: June 1, 2008

POLICY NUMBER: 7.10

POLICY NAME: **Conflict of Interest Policy**

I. AUTHORITY

The California Education Code has specific requirements for the governing board of an auxiliary organization regarding conflict of interest. This Policy addresses those requirements.

California Education Code, Section 89906: No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void.

California Education Code, Section 89907: No contract or other transaction entered into by the governing board of an auxiliary organization is void under the provisions of Section 89906, nor shall any member of such board be disqualified or deemed guilty of misconduct in office under said provisions, if the circumstances specified in the following subdivisions exist:

- (a) The fact of such financial interest is disclosed or known to the governing board and noted in the minutes, and the governing board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members, and
- (b) The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.

California Education Code, Section 89908: The provisions of Section 89907 shall not be applicable if the circumstances specified in any of the following subdivisions exist:

- a. The contract or transaction is between an auxiliary organization and a member of the governing board of that auxiliary organization.
- b. The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he is the owner or holder, directly or indirectly, of a proprietorship interest.
- c. The contract or transaction is between an auxiliary organization and a corporation in which any member of the governing board of that auxiliary organization is the owner or holder, directly or indirectly, of 5 percent or more of the outstanding common stock.
- d. A member of the governing board of an auxiliary organization is interested in a contract or transaction within the meaning of Section 89906, and without first disclosing such

interest to the governing board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction.

California Education Code, Section 89909: It is unlawful for any person to utilize any information, not a matter of public record, which is received by him by reason of his membership on the governing board of an auxiliary organization, for personal pecuniary gain, regardless of whether he is or is not a member of the governing board at the time such gain is realized.

The purchase or lease of a home in University Glen shall not be considered a conflict of interest under any circumstances.

II. PURPOSE

UGCUAS is a legal entity under State law and subject to specific statutes, regulations, and policies of State, Federal, and some times local governments. To the extent that non-State funded activities occur on a campus, the campus President is directly responsible by State statute for ascertaining that all expenditures by UGCUAS are in accordance with policies of the trustees, and to require that the UGCUAS operate in conformity with policy of the Board of Trustees, the California Education Code and the campus.

UGCUAS is to operate in accordance with applicable regulations and policies of the CSU Board of Trustees, the California Education Code and the campus. Even though auxiliary organizations may be organized as corporations, they are first and foremost auxiliary organizations of the CSU and must therefore operate pursuant to the specific statutes and regulations applicable to auxiliary organizations.

Based upon the authority cited above, UGCUAS is required to adopt a conflict of interest policy and procedures for members of their governing boards and employees.

Furthermore, members of the Board of Directors and officers of UGCUAS serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and officers are to be made solely on the basis of a desire to promote the best interest of UGCUAS and the California State University Channel Islands and the public good.

The integrity of UGCUAS and the California State University Channel Islands must be protected and advanced at all times.

Most potential conflicts are and will be deemed to be inconsequential, it is everyone's responsibility to ensure that the Board is made aware of situations that involve personal, familial, or business relationships that may be troublesome for UGCUAS or California State University Channel Islands. Thus, the Board requires each director and officer annually (1) to review this policy; (2) to disclose any possible personal, familial, or business relationships that reasonably could give rise to a conflict of interest involving UGCUAS or California State University Channel Islands; and (3) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

III. POLICY GOVERNING BOARD OF DIRECTORS AND EMPLOYEES

No member of the governing board of directors or employees of ~~University Glen Corporation~~University Auxiliary Services shall be financially interested in any contract or other transaction entered into by the governing board that is not in accordance with the conflict of interest provisions set forth in Education Code 89906-89909.

To avoid contracts or transactions entered into by the governing board of the ~~University Glen Corporation~~University Auxiliary Services from being voided, a board member must disclose a financial interest which could be impacted by the action of the governing board. Under these circumstances the board member must refrain from any action to influence or approve such a transaction.

IV. RESTRAINT ON PARTICIPATION. Directors or officers who have declared or have been found to have a conflict of interest shall refrain from consideration of proposed transactions, unless for special reasons the board or administration requests information or interpretation. Persons with conflicts shall not vote, participate in discussion, nor be present at the time of the vote. Any proposed transaction in which a conflict of interest has been declared or found to exist must be approved by a majority of the disinterested members of the Board or the appropriate committee of the Board after disclosure of the conflict of interest.

V. REPORTING

University Glen Corporation Board of Directors shall provide to the Executive Director of the ~~University Glen Corporation~~University Auxiliary Services with a Conflict of Interest Statement indicating compliance with this policy. This report shall be forwarded annually by June 15. Violations of the conflict of interest policy shall be reported upon discovery. All directors and officers are required to disclose only those substantive relationships that they maintain (or members of their family maintain) with organizations that do business with UGCUASUAS, California State University Channel Islands, or any related or affiliated organization, or which otherwise could be construed to potentially affect their independent, unbiased judgment in light of their decision-making authority or responsibility.

Any uncertainties as to the appropriateness of listing a particular relationship may be resolved by consultation with the Chair of UGCUASUAS, who in turn may consult with legal counsel or the Board of Directors in executive session. Information disclosed or provided by any person pursuant to this policy shall be held in confidence except when, after consultation with that person, the best interests of UGCUASUAS or California State University Channel Islands would be served by disclosure.

VI. DEFINITIONS

“Business Relationship” - one in which a director, officer, family member is an officer, director, employee, partner, trustee, controlling stockholder, or the actual or beneficial owner of more than 5% of the voting interest of an organization.

“Conflict of Interest”- a conflict of interest is defined as participating in or making decisions which could reasonably affect a person's economic interests in a material way and that such participation would impact the person's economic interest differently than other persons with the same association with the auxiliary organization.

“Family Member” - a spouse, parent(s), sibling(s), child(ren) or any other relative of a director or officer if the latter resides in the same household as the director or officer.

“Substantive Relationship” - one in which a director, officer or family member, or an organization with which the director, officer, or family member has a business relationship,

- (1) does substantial business with UGCUASUAS, California State University Channel Islands, or any related or affiliated organization or
- (2) has other direct or indirect dealings with UGCUASUAS, California State University Channel Islands, or any related or affiliated organization from which the director, officer or family member benefits directly, indirectly or potentially from cash or property receipts totaling \$10,000 or more annually.

"Statement of Compliance" - The annual statement signed by each member of an auxiliary governing board which signifies that they have read and understood the provisions set forth in Education Code Sections 89906-89909 and are not financially interested in any contract or other transaction entered into by the ~~University Glen Corporation~~University Auxiliary Services.

ANNUAL CONFLICT OF INTEREST REPORTING FORM

The California Education Code addresses the monitoring of potential conflicts of interest between ~~University Glen Corporation~~ University Auxiliary Services (“UGCUASUAS”) and its’ Board of Directors. The UGCUASUAS policy and pertinent sections of the California Education Code are attached. As a result, UGCUASUAS has adopted the practice of annually updating its files with regard to this matter.

Please review the attached documents and complete and date this form.

1. Have you read the UGCUASUAS Conflict-of-interest-Policy?

Yes _____ No _____

2. Are you aware of any relationships between UGCUASUAS, California State University Channel Islands, or any related or affiliated organization, and you or a member of your family as defined by the letter or spirit of this policy that may constitute a conflict of interest?

Yes _____ No _____

If yes, please list or elaborate such relationships and the details of annual or potential financial benefit as you can best estimate them.

3. Did you or a member of your family receive, during the past 12 months, any gifts or loans from any source from which UGCUAS, California State University Channel Islands, or any related or affiliated organization buys goods or services or otherwise have significant business dealings?

Yes _____ No _____


If yes, please list such loans or gifts, their source, and their approximate value.

I certify that the foregoing information is true and complete to the best of my knowledge.

Name: _____ Signature: _____

Date: _____

Return to: The ~~University Glen Corporation~~ University Auxiliary Services
Attn: ~~Erik Blaine~~ John Lazarus,
Executive Director 45 Rincon Drive 104A
Camarillo, CA 93012

 <p>University Auxiliary Services</p>	<p><u>POLICY AND PROCEDURE MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: June 1, 2008

POLICY NUMBER: 8.10

POLICY NAME: **Procedures for Processing Discrimination Complaints**

I. PURPOSE

The purpose of these procedures is to provide an opportunity to resolve matters alleging discrimination to ~~University Glen Corporation~~ University Auxiliary Services (UGCUASUAS) employees and to applicants and participants in UGCUASUAS programs. Persons who believe they are being or have been subjected to Discriminatory Acts (as defined below) are encouraged to report such acts as soon as possible after an incident. They should also recognize that delay in taking formal action with respect to an incident for more than 180, or in some cases, 300 days might foreclose access to federal or state investigative agencies. Filing a complaint with the UGCUASUAS is not a prerequisite to filing a complaint with a federal or state agency.

In addition to its general duty to create and maintain an environment free of discrimination and discriminatory harassment, the UGCUASUAS also recognizes its obligations to all individuals involved in claims of discrimination, including claims of discriminatory harassment, to provide a fair framework for encouraging the resolution of such complaints.

II. JURISDICTION

In carrying out the applicable policies of the UGCUASUAS, the Appropriate Administrator (as defined below) or the UGCUASUAS Board of Directors (Board) may designate a person to investigate complaints of discrimination at the UGCUASUAS and make findings of fact following such investigation.

Upon receipt of a complaint against California State University, Channel Islands (University), the Executive Director of UGCUASUAS shall promptly acknowledge receipt of the complaint in writing and refer the investigation and resolution of such complaint to the University.

III. DEFINITIONS

- A. Appropriate Administrator means the Executive Director of the UGCUASUAS or other person designated by the Board.
- B. "Cause" Finding means a determination made by the Appropriate Administrator that sufficient evidence exists to conclude that, more likely than not, a violation of UGCUASUAS policies related to unlawful discrimination on the basis of race, color, gender, religion,

age, sexual orientation, marital status, pregnancy, disability, veteran status or national or ethnic origin has occurred.

- C. Complaint means a written charge filed in accordance with these UGGUASUAS procedures that alleges a violation of UGGUASUAS policies related to unlawful discrimination.
- D. Complainant means a person who files a complaint against the UGGUASUAS alleging that s/he has been the subject of Discriminatory Action.
- E. Day means calendar day, except as otherwise specified.
- F. Discriminatory Act/Action means any action that is taken in violation of UGGUASUAS policies because of an individual's race, color, gender, religion, age, sexual orientation, marital status, pregnancy, disability, veteran status or national or ethnic origin. Discriminatory Act/Action also may include threats or other forms of improper conduct in retaliation against any person as a result of their filing of a Complaint of discrimination, participating in an investigation, or opposing a prohibited discriminatory practice or policy.
- G. Instructional Day means any day during which University classes are in session, excluding Saturday, Sunday or an academic holiday as defined in 5 CCR Section 42800. Summer session days are not considered Instructional Days.
- H. Investigator means that person designated by the Appropriate Administrator or the Board to investigate complaints of discrimination and to arrive at findings of fact.
- I. "No Cause" Finding means a determination made by the Appropriate Administrator that insufficient evidence exists to conclude that a violation of UGGUASUAS policies related to prohibited discrimination on the basis of race, color, gender, religion, age, sexual orientation, marital status, pregnancy, disability, veteran status or national or ethnic origin has occurred.

IV. INFORMAL INQUIRY

Individuals, who believe they are or may have been victims of discrimination and/or discriminatory harassment, may initiate either an informal inquiry or file a formal Complaint.

The intent of the informal inquiry process is to provide persons who are concerned that they might have a discrimination complaint with an opportunity to receive information and advice about the definition of discrimination, the legitimacy of their concerns, and the procedures that exist for resolving complaints. It seeks to provide an opportunity for an informal, yet fair, resolution of the inquiry, while preserving, to the greatest extent possible, the confidentiality of the parties involved in an atmosphere of mediation and conciliation.

The Appropriate Administrator shall receive informal inquiries from Complainants who believe they are or may have been victims of discrimination by UGGUASUAS employees, applicants or participants in programs. In addition to giving information and advice, the Appropriate Administrator may seek to achieve informal resolution to problems by bringing together the two parties. This attempt will likely require the agreement of the inquirer to enlarge the scope of confidentiality to include the second party.

The UGGUASUAS will endeavor to restrict confidentiality to the person making the informal inquiry and the designee receiving it, but this restriction cannot be guaranteed. As a means of fulfilling its obligation to create and maintain an environment free from discrimination and discriminatory harassment, the UGGUASUAS may conduct reasonable and appropriate investigations designed to

assess whether a violation of the nondiscrimination policy has occurred and this may require enlarging the scope of confidentiality. A confidential record of informal inquiries shall be maintained in the UGCUASUAS Office.

In the event this informal inquiry leads to a resolution, both parties are precluded from subsequently filing a formal Complaint under these procedures unless it is demonstrated to the satisfaction of the Appropriate Administrator that the terms and conditions of the resolution, if any, have been violated. Both parties are encouraged to keep the results of the resolution confidential.

The UGCUASUAS, under the charge of protecting its employees, applicants and participants from discrimination, may have a legal duty to initiate an investigation, a resolution, or disciplinary action, even if a formal Complaint is not filed and independent of the intent or wishes of the person making the informal inquiry. This does not mean, however, that the UGCUASUAS has a duty to immediately or necessarily conduct an investigation any time an informal inquiry is made or a formal Complaint is filed. Such a decision must be made by the Appropriate Administrator. At any time during the informal inquiry and resolution process, the person making the inquiry may initiate a formal Complaint as provided below.

V. FORMAL COMPLAINT PROCEDURES

- A. Who May File a Complaint. Complainants, as defined in III.E, may file a Complaint with the Appropriate Administrator in accordance with these procedures.
- B. Time for Filing a Complaint. To be timely, a Complainant must submit a Complaint to the Appropriate Administrator no later than 20 Instructional Days after the last Instructional Day of the academic term in which the most recent allegedly Discriminatory Act occurred. The Appropriate Administrator may extend the deadline based on extenuating circumstances.
- C. Consultant. Complainants may, but are not required to, have a consultant of their own choosing present at their interviews conducted during the course of the investigation into the Complaint. The consultant shall not be a person admitted to the practice of law before any state or federal court. The role of the consultant is limited to observing and consulting with the Complainant.
- D. Requirements of a Complaint. Although not required to be accepted for filing, the Complaint should be on a form provided by the UGCUASUAS. Each Complaint shall include the following:
 1. The full name, address and telephone number of the Complainant, who must be the individual claiming to be harmed by the discrimination;
 2. The name of person(s) alleged to have committed a Discriminatory Act;
 3. A clear and concise written statement of the facts that constitute the alleged Discriminatory Act(s), including pertinent dates and sufficient information to identify any other individuals who may provide information during the course of an investigation conducted under these procedures and to bring the matter within the jurisdiction of the UGCUASUAS to investigate;
 4. A statement by Complainant verifying that the information supporting the allegations of unlawful discrimination is true and accurate to the best of Complainant's knowledge;
 5. Complainant's signature;

6. The date of submission of the Complaint;
 7. Information that establishes that both Complainant and person(s) alleged to have committed a Discriminatory Act have a sufficient relationship to the UGCUASUAS to require application of UGCUASUAS policies and procedures to the allegedly Discriminatory Act(s); and
 8. The full name, address and telephone number of the Complainant's consultant, if any.
- E. Intake Interview. At or after the time a Complainant initiates a Complaint, the Appropriate Administrator shall conduct an interview with the Complainant.
- F. Signature by the Appropriate Administrator and Filing of Complaint. If the proffered Complaint fulfills the requirements set forth in subpart V.D above, the Appropriate Administrator shall sign the Complaint and provide Complainant a copy of the Complaint and the Complaint shall be deemed filed.
- G. Notice Regarding Complaint. With the exception of notice to person(s) alleged in the Complaint to have committed a Discriminatory Act, only those persons with a legitimate need to know will be apprised of the filing of and final disposition of a Complaint. Those persons may include, but are not necessarily limited to UGCUASUAS administrators and University administrators who may have an obligation to monitor the workplace to ensure that retaliatory action does not occur during or after the investigative process concludes, and who may be required to implement recommendations resulting from the investigation of the Complaint.
- H. Access to Information Regarding the Investigation. Complainant, upon inquiry and during the course of an investigation, shall be advised of the status of the investigation.
- I. Amending the Complaint. If, during the course of an investigation, the Investigator determines that more information is required to enable a meaningful investigation, s/he may request Complainant to clarify or amplify allegations in the Complaint. Complainants may also be allowed to add a new charge of discrimination related to the original Complaint, so long as the addition falls within the time limits otherwise applicable to the filing of a Complaint pursuant to subpart V.B above.
- J. Dismissal Based Upon Insufficiency of Complaint. If a Complaint alleges conduct that, if true, would not constitute a violation of UGCUASUAS policies related to unlawful discrimination on the basis of race, color, gender, religion, age, sexual orientation, marital status, pregnancy, disability, veteran status or national or ethnic origin, the matter shall be dismissed without further investigation by the Appropriate Administrator.
- K. Investigation of Allegations in Complaint. Following the filing of a Complaint, the Investigator will act as a neutral fact-finder. This Investigator shall assemble statements, documents and other relevant evidence, and interview witnesses and other identified individuals who have or may have information concerning the allegations set forth in the Complaint. The Investigator will make every reasonable attempt to complete the

investigation within 90 Instructional Days of the filing of a formal Complaint.

- L. Report of Findings of Fact. Upon completion of an investigation, the Investigator will make findings of fact regarding the allegations, which s/he shall reduce to an investigative report, which shall be submitted to the Appropriate Administrator.
- M. Finding of "Cause" or "No Cause". After review of the investigative report, the Appropriate Administrator shall evaluate the evidence in accordance with UGCUASUAS policies related to unlawful discrimination, and shall make a Finding of "Cause" or "No Cause" regarding the allegations.
- N. Notice of Finding. The Appropriate Administrator shall notify Complainant in writing of the Finding of "Cause" or "No Cause". Such notice shall inform the Complainant of the outcome of the complaint, including sufficient detail so as to permit an informed decision as to whether to seek review of the finding. The Appropriate Administrator may also notify those persons with a legitimate need to know identified in subpart V.G of these procedures. This information is to be treated as confidential and is not to be disclosed to third parties.
- O. Corrective Actions. If the Appropriate Administrator finds "Cause", s/he may also issue a separate recommendation regarding corrective actions. This may include individual remedies for the Complainant or a range of formal or informal disciplinary measures or other personnel actions. Whenever any information concerning recommended corrective action in connection with allegations of discrimination is provided to the Complainant pursuant to subpart V.N above, such information shall be provided on a confidential basis. Failure on the part of the Complainant to respect confidentiality could result in civil action initiated by person(s) alleged in the Complaint to have committed a Discriminatory Act.
- P. Withdrawal of Complaints. Once filed, the UGCUASUAS has an obligation to investigate Complaints raising significant claims of discrimination. However, in appropriate circumstances, and in the discretion and judgment of the Appropriate Administrator, the UGCUASUAS may agree, upon a written and signed request to do so by Complainant, to withdraw a Complaint. A Complainant seeking to withdraw a Complaint must set forth reasons in the request that support withdrawal. The UGCUASUAS shall notify Complainant of such withdrawal.

VI. REVIEW

Complainants may petition the University to review the process used by the UGCUASUAS in responding to a complaint of discrimination only to determine whether:

- The UGCUASUAS's processing of the complaint conformed to federal civil rights laws and the policies of the California State University Board of Trustees and the University regarding unlawful discrimination;
- The UGCUASUAS complied with its own complaint procedures, approved by the University; and


- The UGCUASUAS applied good faith reasoned judgment in its processing of the complaint of discrimination.

The University shall not undertake a de novo review of the complaint, but shall limit its review to the above. If, after a review, the University determines that the UGCUASUAS failed to comply with one or more of the above standards, the University shall remand the complaint to the UGCUASUAS with a description of any deficiency and instruct the UGCUAS to conform to these standards in processing the pending complaint.

The University shall also instruct the UGCUAS to remedy any identified deficiency when responding to future such complaints of discrimination.

VIII. GENERAL PROVISIONS

- A. Confidentiality. Employees of the UGCUAS and the Appropriate Administrator shall respect confidentiality of information obtained during the course of an investigation, except where disclosure is required by an obligation imposed on the UGCUASUAS by law, to investigate a Complaint or to advise parties to the Complaint or an individual identified in subpart V.G of these procedures of the outcome of an investigation or to facilitate other legitimate UGCUASUAS processes. As a means of fulfilling its obligation to create and maintain an environment free from discrimination and discriminatory harassment, the UGCUASUAS may conduct reasonable and appropriate investigations designed to assess whether a violation of the UGCUASUAS policies related to nondiscrimination has occurred and this activity may require enlarging the scope of disclosure.
- B. Retaliation; Cooperation. Threats or other forms of intimidation or retaliation against any person who files a Complaint of discrimination, participates in an investigation or opposes an unlawful discriminatory practice or policy are prohibited and shall form an independent basis for investigation under the procedures. Employees and participants in programs are expected to cooperate in an investigation into a Complaint of discrimination.
- C. Complaints Filed with Outside Agencies. The University acknowledges that individuals have rights to file charges with external agencies at any time within that agency's deadlines, and that those charges may be filed concurrently with Complaints that are filed with the UGCUASUAS in accordance with these procedures. The fact that a charge has been filed with an external agency will in no way deter an investigation by the UGCUASUAS concerning the same or similar events, so long as the Complaint is filed in a timely manner pursuant to these procedures

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DATE: June 1, 2008

POLICY NUMBER: 9.00

POLICY NAME: **Board Meetings**

I. PURPOSE

To establish meeting policy and authorize related practices for the Board of Directors and its Committees consistent with applicable law and regulations.

II. BACKGROUND

The ~~University Glen Corporation~~ University Auxiliary Services (“UGCUASUAS”) is a nonprofit public benefit corporation under California law. Ca. Corp. Code 5200 et seq. UGCUASUAS is also a recognized auxiliary organization operating within the California State University system in accordance with California Education Code 89900 et seq. and the California Code of Regulations, Title 5, Division 5, Chapter 1, Subchapter 6, at 42401 et seq.

As a public benefit corporation and auxiliary organization, UGCUAS is required to comply with certain statutory and regulatory standards relating to meetings of the Board of Directors and its Committees.

This policy restates the governance meeting standards and implements them with more specific requirements, or authorizes conforming practices to be instituted by the officers, management, the Board and Committees in holding meetings.

III. DEFINITIONS

Certain words, terms and phrases used in this policy statement shall be defined and interpreted as follows:

- “Adjourned Meeting” means a meeting of a Body duly noticed and resulting from the action of the Body quorum, or in the absence of a quorum, a majority of Body members present at any meeting vote to adjourn the meeting to meet again at a stated date, time and place. Notice of the date, time, place and business to be transacted at such meeting shall be given to any Body members who were not present at the time of adjournment.
- “Annual Meeting” means an annual meeting of the Board of Directors held each year prior to the regular meeting. The purpose of the Annual Meeting shall be for election and designation of Board members and officers and considering reports on the affairs of the UGCUAS, and transaction of such other business as may be properly brought before the Board.

- “Board” or “Board of Directors” means the governing Body of the UGCUAS.
- “Body” means the Board or any of its Committees.
- “Closed Session” means a portion of any Body meeting closed to the public for the limited purpose of considering matters authorized under California Education Code section 89923.
- “Committee” means any Committee or sub-board established by the Board of Directors of the UGCUAS, and given such powers as the Board shall assign, consistent with the Articles of Incorporation and the Bylaws. This term does not include advisory boards, working groups, councils or similar groups established by the Board or any Committee.
- “Employee” means an employee of the UGCUAS. The term “employee” does not include a person elected or appointed to a corporate office.
- A “meeting” means a gathering (including Meeting-By-Teleconference) of a quorum of the Board or a Committee thereof to hear, discuss, deliberate or act upon any item within the purview of that Body. A meeting is not intended to include: a Board or Committee workshop or retreat convened for training or general planning discussion purposes; purely social or ceremonial occasions, absent business discussions by a majority of the Body; attendance at either the public meeting of another governing Body, or a conference at which only issues of general interest are discussed.
- “Meeting-by-Teleconference” means any meeting by a Body, held for Body members, through conference telephone, video screen communication, or similar technology, as long as all Body members participating in the meeting can hear one another. Participating Body members shall be deemed to be present in person at such a meeting. The conduct of Meeting-by-Teleconference shall be consistent with this policy statement.
- “Regular Meeting” means Board meetings that are normally held quarterly.
- “Special Meeting” means a meeting called and duly noticed by, or at the direction of, the University President or by a majority of the voting Board, to be held at such date, time and place as shall be designated in the meeting notice.

IV. POLICY

General. It is the general policy of the Board of Directors to conduct its business in public meetings. All such meetings shall be open and public, and all persons shall be permitted to attend any meeting. This policy extends to Committees established by the Board, and it includes meeting practices and, in limited circumstances, closed sessions during meetings, as set forth below.

The place of Board meetings shall be held within California that has been designated from time to time by the Board. Committee meetings are generally held on or near the campus, but with concurrence of the Board Chair, may hold meetings elsewhere in California if necessary. The Board shall annually set a tentative schedule of its regular meetings, including dates, times and place(s). This tentative regular meeting schedule may need to be amended from time to time, but any meeting that departs from the annual schedule is subject to appropriate meeting call, notice, agenda and conduct requirements in this policy.

Meeting Calls, Notice and Agendas

Regular Meeting notices shall be delivered personally or by mail, and shall be in written form that includes the date, day, time and location, and an agenda of matters scheduled to be considered at the meeting. Agenda items should be noted in sufficient detail to disclose the business to be conducted at the meeting. Written notice includes facsimile, electronic mail, or other electronic means.

Regular Meetings must be noticed in writing at least one week prior to the date set for the meeting. The meeting notice shall be given to any person or news media that has filed a notice request with the corporate Secretary; such request shall be effective and valid for one year from the date on which it is filed.

The Board Chair may call a Special Meeting of the Board, with at least 24 hours written notice to members, delivered personally, by mail, or by telegram, if such Special Meeting is necessary to discuss an unforeseen emergency condition. Written notice includes facsimile, electronic mail, or other electronic means and shall specify the time and place of the special meeting and the business to be transacted. Only business described in a Special Meeting call or notice can be considered at the meeting.

If a Meeting-by-Teleconference is planned, the meeting call, notice and agenda should disclose meeting teleconferencing arrangements, and the conditions required for a valid meeting by this technology.

The Executive Director, in concert with the Board Chair and corporate Secretary, shall develop meeting agendas. A meeting agenda should clearly identify and order the matters to be considered and include supporting information or documents available at the time the agendas are distributed.

Conduct of Meetings

The Body Chair or a designee convenes and presides at meetings of the Body using Roberts Rules of Order principles most convenient and customary to the Body, rather than strict parliamentary rules.

Meeting-by-Teleconference

If one or more Body members are participating in a Meeting-by-Teleconference, all meeting participants must be able to hear one another in order for the conditions to constitute presence-in-person of those participating by teleconference. Therefore, all teleconferencing Body members should state their names for the record at the beginning of the meeting, and should state, both at the beginning and end of the meeting, that they are and were able to communicate with each other concurrently.

Participation in a meeting through use of electronic video screen communication or communication equipment other than conference telephone constitutes presence-in-person at the meeting if the following requirements are met:

- Each member participating in the meeting can communicate with all of the other members concurrently.
- Each Body member is provided the means of participating in all matters before the Body, including the capacity to propose or to interpose an objection to a specific action to be taken by the Body.
- Verification measures are adopted and used to ensure that the persons participating in the meeting are Body members, and that all actions and votes are taken or cast only by the Body members.
- The Executive Director shall establish and implement written teleconferencing verification practices as necessary.

Public Comment on Meeting Agenda Business Items

At the discretion of the meeting Chair, or upon an affirmative vote of the Body, comment from the public at an open meeting may be heard on a business item on the agenda for that meeting. Such public comment shall be limited by the Chair to a reasonable time period consistent with the number and relative importance of other agenda items for the meeting and upon time available to the Body. Generally, public comment shall be heard following the staff report on the business item, after responses to questions from the Body, and before action is taken by the Body on the item. The number of persons wishing to make comment upon an agenda item may require additional planning arrangements established in advance of the meeting to help assure the Body hears the public comment on an effective and fair basis.

Closed Sessions

A Body may hold a closed session during a meeting. A closed session may consider the following matters:

- Litigation
- Collective Bargaining
- Appointment, Employment, Performance Evaluation or Dismissal of Employee
- Complaint against Employee (unless employee requests public hearing).
- Upon a favorable majority vote of its members, a Body with investment jurisdiction may also hold a closed session to discuss investments where public discussion could have a negative impact on the corporation's financial situation. In such circumstances, any final decision by the Body shall only be made in public (open session).

Adjourned Meetings


If a meeting must be adjourned, the Body Chair presiding should set a date, time and place to hold the reconvened meeting. Appropriate meeting notices shall be sent, particularly to those not present at the time of adjournment.

Meeting Minutes

Written minutes of all meetings shall be taken, promptly transcribed, approved by the Body and maintained by the corporate Secretary under guidelines the corporate Secretary may establish.

V. ADDITIONAL GUIDELINES

The Executive Director, with the Board Chair concurrence, may establish written guidelines to implement this policy statement. Such guidelines shall be reported to the Board and its Committee.

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DATE: August 28, 2008

POLICY NUMBER: 10.00

POLICY NAME: **Investments**


I. BACKGROUND AND PURPOSE

The ~~University Glen Corporation~~ University Auxiliary Services (UGCUAS) will adopt as its own investment policy the California State University (CSU) policy. The CSU policy is referred to as "Investment Policy for California State University Systemwide Investment Fund Trust (SWIFT). The SWIFT Policy is attached for reference.

II. ADMINISTRATION AND DELEGATION OF AUTHORITY

The SWIFT Policy contains specific language relating to communication and reporting information to the Chancellor's Office staff. The UGCUAS Board recognizes the level of communication and reporting contained in the SWIFT would not be consistent with its own fiduciary duty of financial oversight. Therefore, the UGCUAS Board modifies the communication and reporting sections of the SWIFT as indicated:

- Management responsibility for the investment program is delegated to the Executive Director and the Treasurer of the Board.
- The authority to execute investment transactions affecting the UGCUAS's portfolio shall be under the general direction of the Executive Director and Treasurer of the Board.
- The Executive Director will submit to the UGCUAS a monthly report, a quarterly summary report, and an annual summary report detailing the current portfolio holdings, market value, annualized yield, realized gain and income from all invested assets.

	<p><u>POLICY</u> <u>AND</u> <u>PROCEDURE</u> <u>MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: Revised August 25, 2011

DATE: Issued June 1, 2008

POLICY NUMBER: 11.10

POLICY NAME: **Travel Expense Reimbursement**

I. BACKGROUND AND PURPOSE


This policy statement establishes the basis upon which the ~~University Glen-Corporation~~ **University Auxiliary Services** (“**UGCUAS**”) officers, directors, employees, agents, or other designated representatives shall be reimbursed for official business travel expenses.

II. POLICY

The appropriate travel expense reimbursement rates are most frequently those used by the University. Therefore, the Board adopts the California State University (“CSU”) revised travel policy effective April 1, 2011 as the **UGCUAS** travel policy.

III. PROCESS

- A. The Executive Director is authorized to establish, with concurrence of the Board, management guidelines consistent with and in implementation of this policy statement.
- B. The current CI Travel Policy is located online at:
[http://www.csuci.edu/accountspayable/handbooks/CI Travel Procedures and Regulations %28draft%29.pdf](http://www.csuci.edu/accountspayable/handbooks/CI_Travel_Procedures_and_Regulations_%28draft%29.pdf)
- C. The Current CSU Travel Policy is located online at:
[http://www.calstate.edu/icsuam/sections/3000/Travel Procedures G-001 Final.pdf](http://www.calstate.edu/icsuam/sections/3000/Travel_Procedures_G-001_Final.pdf)
- D. It should be noted that the CSU Travel Policy may be more general than the CI Travel Policy as the CSU Travel Policy serves as the minimum requirements. **UGCUAS** shall follow the CI Travel Policy, which may be more restrictive than the CSU Travel Policy.

 <p>University Auxiliary Services</p>	<p><u>POLICY AND PROCEDURE MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: June 1, 2008

POLICY NUMBER: 12.00

POLICY NAME: **Drop Box Use for Payments**

I. BACKGROUND AND PURPOSE

This policy statement establishes the basis upon which the ~~University Glen Corporation~~ University Auxiliary Services (“UGCUAS”) officers, employees, or other designated representatives shall be authorized to check the contents of the established drop box(s) at the UGCUAS Offices.

The purpose of the drop box is for residents and prospective residents of University Glen and others doing business with UGCUAS to make payments, to submit documents and other items to the UGCUAS Offices 24 hours a day.

II. POLICY

It is the policy of UGCUAS that only authorized staff can open the drop box to check the contents. The authorized staff shall include the Executive Director, Director of Rental Housing, Associate Director of Rental Housing, and the Leasing Agents. The drop box shall be checked by two staff members.


III. PROCESS

There may be two drop boxes for UGCUAS one located at each lobby entrance to the offices, the following process will be followed:

- The drop box will be kept locked at all times.
- The drop box must be checked by any two authorized staff as indicated in this policy whenever the drop box is opened.
- At their discretion, members of the Management Team, along with a second person, may also check the drop box on days that the UGCUAS Offices are not open to prevent overflow of the box. This may occur during a holiday period or when the offices may be closed for consecutive days.
- Staff checking the contents of the drop box shall fill-out the Drop Box Log each time the drop box is checked. This log shall be kept in a Drop Box Log file for periodic review.
- Contents of the box will be delivered to the appropriate staff for action. Examples of contents include rent payments for the apartments, lease payments for the retail space, CAM payments from the homeowners, other payments from anyone, other documents and questions for various UGCUAS staff.

The following general comments apply:

- Residents acknowledge in the UGCUAS Lease Agreement (Page 1, Section 9) that use of the drop box is at their own risk. This means in the event of a dispute and in the absence of other verifiable documentation, the Drop Box Log shall be deemed accurate. For example, if a resident claims he or she left a check in the drop box, but it was never received by authorized staff, UGCUAS staff may assume that payment was never made. If a resident claims that a check was deposited but UGCUAS has no record of banking it, the resident must provide proof the check was deposited in the form of copies of both sides of a cancelled check.
- Payments received in the drop box on time are to be reviewed for overall accuracy, e.g. proper signature, date, and amount, payable to University Glen. Checks are placed in a bank bag to be turned over to the Associate Director at the end of each day.
- Payments made and/or received late shall be stamped with the date received, the time the drop box was checked, and the initials of the staff member who received the payment.
- Any payments received in the drop box the first time the box is checked after 11:59 PM on the last day of the payment grace period shall be considered received on time.
 - For residential tenants, payment is due on the 1st of the month and the grace period expires on the 3rd at 11:59PM.
 - For Common Area Maintenance payments made by homeowners and retail tenants, payment is due on the 10th of the month and the grace period expires on the 25th at 11:59PM.
 - For retail tenants, payment is due on the 1st of the month and the grace period expires on the 10th of the month at 11:59PM.

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DATE: June 1, 2008

POLICY NUMBER: 13.00

POLICY NAME: **Collections**

I. BACKGROUND AND PURPOSE

This policy statement establishes the basis upon which the ~~University Glen-Corporation~~ University Auxiliary Services (“UGCUAS”) will collect amounts due UGCUAS from a variety of sources. The purpose of the collections policy is to ensure past amounts due to UGCUAS are kept to a minimum and there is a method by which UGCUAS engages in collections efforts.

II. PROCESS

There are three types of past due amounts for UGCUAS:

1. Current Resident Receivables


- On the 4th of each month an Aged Receivables Report from Yardi is generated.
- A late fee of \$50 is assessed to accounts that reflect delinquent rent.
- A Three Day Notice to Pay or Quit is served (mailed and posted) to the resident and posted on the account.
- Five days after the 3-day notice is sent the Aged Receivables Report is reviewed again for outstanding rent.
- Any resident who was served legal notice and still has an outstanding rent balance shall have their file sent to the UGCUAS attorney, Kimball, Tirey & St. John, where an Unlawful Detainer action will be brought against the resident

2. Past Resident Receivables

- When a resident vacates a unit, a Statement of Deposit Accounting (SODA) is processed and mailed to the resident within 21 days of move out per California law.
- If there is a balance owed on the account, the past resident has 30 days to pay the balance.
- If the balance is not paid within 30 days the past resident is mailed a UGCUAS Collection Account Letter along with another copy of the SODA. This letter provides an additional 30 days for payment or the account will be forwarded to a collection agency and reported to the credit bureaus.
- If payment is not received the residents file is sent to our debt recovery attorneys, Karsaz & Associates, where the third-party collection process begins.

3. Current Homeowner Receivables for Common Area Maintenance (CAM) Payments

- On the 26th of each month an Aged Receivables Report from Yardi is generated.
- A \$50.00 late fee is assessed to accounts that reflect delinquent CAM fees.
- A Monthly CAM Statement is mailed no later than the 31st of each month. This statement acts as a balance due letter since monthly invoices are not sent to homeowners.
- If payment is not paid and the balance exceeds two months fees a Notice of Failure to Pay Maintenance Rent is mailed to the homeowner.
- If payment is not paid within 60 days a second Notice of Failure to Pay Maintenance Rent is mailed to the homeowner with a copy sent to the homeowners Lender.
- If payment is not paid within 30 days a Notice of Ground Sublease Termination is mailed to the homeowner and the Lender.

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DATE: April 30, 2009

POLICY NUMBER: 14.00

POLICY NAME: **Leasing to Applicants with a Criminal History**

I. BACKGROUND AND PURPOSE

This policy statement establishes the basis upon which the ~~University Glen Corporation~~ University Auxiliary Services (“UGCUAS”) officers, employees, or other designated representatives shall be authorized to evaluate and deny an applicant wishing to lease or rent space in University Glen in either an apartment or town-home.

The purpose of this policy is to protect the community.

II. POLICY


It is the policy of UGCUAS that only authorized staff can review and evaluate the rental applications. The authorized staff shall include the Executive Director, Director of Rental Housing, Associate Director of Rental Housing, the Leasing Agents, and third party vendors providing advice and counsel to UGCUAS, e.g. credit check and legal consultation.

III. PROCESS

A prospective residents’ criminal history will be evaluated to determine whether the offense [if applicable] equates to a denial of the application. University Glen automatically denies any applicant(s) with a criminal history, whether felony or misdemeanor:

- Relating to the harming of people,
- Relating to the harming of property or
- Relating to an individuals’ honesty, veracity or involves fraud.

There will be no exceptions to this policy. If a prospective resident provides any false, incomplete or inaccurate information concerning their criminal history, their application will be denied or subsequently terminated.

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DATE: October 11, 2010

POLICY NUMBER: 15.00

POLICY NAME: **Employee Meals**

I. BACKGROUND AND PURPOSE

This policy statement establishes the philosophy of providing meals to employees during the course of their working hours.

II. POLICY


It is the policy of **UGGUAS** that providing meals to employees during their shift adds a level of quality control to the product, increases customer service and reduces the possibility of theft. Use of the employee meal program is a privilege subject to the conditions set forth in this policy. Any abuse of this policy by an employee may result in the suspension of meal privileges and or disciplinary action up to and including termination

III. PROCESS

The Employee Meals are subject to the following guidelines:

- **Summary of the Rules and Regulations:**
 - Food must be consumed on the premises during your scheduled shift break period. Meal to go is not allowed.
 - Employee Meals may not be used to provide food, drink or any items for anyone other than the employee.
 - Employees who are working may consume beverages free of charge while on break or during their meal period as long as they use the provided Hospitality Services Employee Beverage mug. Any beverage not in the Employee Beverage Mug will be charged at full price.
 - Employees must clock out for their meal period prior to ordering food.
 - Employees may not:
 - Go behind counters and prepare your own food.
 - Take any Employee Meal food from the premises.
 - Eat any food during shift, during non-break times or in non-break areas.
 - Prepare “special food” as your Employee Meal.
 - Items not approved as part of this policy include:
 - Any item from the Sea Store
- **Procedure:**

- Islands Cafe: All employees who work 4 hours or more may receive a meal. Any meal may be chosen from that day's menu. No special items (not on menu) may be prepared for employee meals. Meals must be taken on the day the employee works.
- Retail: All employees who work a 3 hour shift or greater may receive a 50% discount on any meal they select up to a \$10 value. Any cost over \$10 must be paid by the employee. Meals must be taken on the day the employee works. Employees may select any item from the menu. No special items (not on menu) may be prepared for employee meals
- **Eligibility:**
 - Executive / Administration: UGCUAS Board of Directors, UGCUAS supervisor, Executive Director and Director of Commercial Services. The business purpose for executive/administration meals is to provide quality control, and the opportunity to interact with staff, students, colleagues and guests.
 - Management/Supervisors: Islands Café Executive Chef, Catering Manager, Meal Plan administrator, SUB Manager, and Freudian Sip JSB Supervisor. The business purpose for management/supervisor meals is to provide quality control, and the opportunity to interact with staff, students and guests.
 - Hourly Staff: All hourly staff working at Islands Café, Lighthouse Café, Freudian Sip SUB, Freudian Sip JSB, and the Sea Store. The Business purpose for hourly staff is to provide quality control and to encourage employees to remain on site for the convenience of the employer.
 - Student Staff: All hourly staff working at Islands Café, Lighthouse Café, Freudian Sip SUB, Freudian Sip JSB, and the Sea Store. The Business purpose for student staff is to provide quality control and to encourage employees to remain on site for the convenience of the employer.

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DATE: January 13, 2011

POLICY NUMBER: 16.00

POLICY NAME: **Meal To Go Policy**

I. BACKGROUND AND PURPOSE

This policy statement establishes the philosophy of To-Go Meals offered at Islands Café. Students, faculty and staff can enter the dining room and enjoy 'Open Dining'. There is no process in place, at this time, to allow someone to leave the building, re-enter, and get more food. Therefore, a To-Go Meal is offered to those who wish to eat on the patio or some other location.


II. POLICY

It is the policy of UGCUAS that only the person who has paid for the meal is receiving the benefit of the paid meal, e.g. people cannot use the To-Go Meal as a means to provide meals for other people.

III. PROCESS

The To-Go Meal policy is subject to the following guidelines:

- A To-Go Meal container may be requested at the cash register when entering Islands Café.
- The entire selection of food taken must fit within that container.
- No additional plates, bowls or containers may be used to augment the To-Go Meal container, with the following exception:
 - one beverage,
 - one piece of fruit,
 - one cup of frozen yogurt, or
 - choice of one of the following:
 - one 6 ounce clear hinged container for salad only, or
 - one 12 ounce soup container for soup only.
- A To-Go Meal container cannot be used inside the dining room either by itself or with another plate from Islands Cafe.

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DATE: July 1, 2011

POLICY NUMBER: 17.00

POLICY NAME: **Management Fee**

I. BACKGROUND AND PURPOSE

This policy statement establishes the philosophy of assessing a management fee to various programs operated and supported by ~~University Glen Corporation~~ University Auxiliary Services (UGCUASUAS) staff and resources. This fees is intended to cover all UGCUASUAS expenses and are developed to recover the cost of central support services, such as general administration, accounting, data processing, personnel, procurement, administration, and related functions.

Because of the size and diversity of UGCUASUAS's involvement with campus activities, and other University-related and supported activities, it is prudent for the Board of Directors to adopt a formal policy statement. Such a policy is needed to assure equity in and general uniformity to the UGCUAS's management fee program while allowing management flexibility in the application of such fees.

The relationship between UGCUAS, the Site Authority, Financing Authority, and California State University, Channel Islands ("CSUCI" or "University") is unique in that UGCUAS exists to manage the daily operating activities of the Site Authority. The Site and Financing Authorities exist to provide affordable housing for faculty and staff and to generate funds for academic capital.

II. POLICY


- General. The UGCUAS shall, as a general policy, charge a management fee to provide administrative support services that benefit organizational units, external entities, or functional program/projects.
 - The term management fee is assessed as a percentage of gross revenue and is intended to be a means by which to assess general oversight and support, including labor, material, and all other costs (such as supervision, supplies, rent, utilities, and equipment depreciation).
- UGCUAS Operations. The cost of administrative support services rendered to sustaining UGCUAS Commercial Services shall be recovered through a management fee which is outlined in the annual budget. The Board shall annually review and adopt a budget which outlines the management fee.
- Site Authority Activity. The cost of administrative support services rendered to Site Authority activities, such as: CI Power Plant, Home Sales, Rental Programs, Common

Area Maintenance, Maintenance Reserves, and General Administration shall be recovered through a management fee which is outlined in the annual budget. The Board shall annually review and adopt a budget which outlines the management fee.

III. MANAGEMENT FEE

The total costs of UGCUAS shall be recovered through a management fee assessed to each unit receiving the benefit of UGCUAS resources. The management fee rate shall range up to 5% of gross revenue of the unit being assessed. The following rates are assessed to the indicated units until this policy is revised by the Board of Directors:

- Management Fee (percent of gross revenue)
 - Islands Café: 5%
 - Student Union Building (Lighthouse Café, Freudian Sip, Sea Store): 3%
 - Freudian Sip Broome Library: 3%
 - Rental Program: 5%
 - Common Area Maintenance, Homeowners: 5%
 - Common Area Maintenance, Town Center Retail: 5%
 - CI Power: .4% (CI Power is operated under an agreement with NAES which provides staff to operate the plant, therefore, CI Power's management fee is less.

	<p><u>POLICY</u> <u>AND</u> <u>PROCEDURE</u> <u>MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: September 19, 2011

POLICY NUMBER: 18.00

POLICY NAME: **Food Service Inventory**

I. BACKGROUND AND PURPOSE

This policy statement establishes the basis upon which the ~~University Glen Corporation~~ University Auxiliary Services (“UGCUAS”) officers, employees, or other designated representatives shall be authorized to oversee the inventory process for all food service operations.

II. POLICY


Maintaining an adequate system of controls with regard to the inventory of food items in the food service operations spread over several locations is a priority. It is the policy of UGCUAS to conduct rigorous and regular inventories of all food service goods.

III. PROCESS

Food Service unit managers and supervisors are responsible for maintaining an inventory of products. Purchasing is performed on a daily or weekly basis.

- Deliveries
 - When products arrive at a location they are received by the manager or a staff member that has been trained by the manager to perform this function.
 - Items counts are verified by the receiver and any deviation from the actual products received to the delivery paperwork (packing slip, bill of lading, or invoice) is noted. The receiver date stamps the delivery paperwork and signs for the delivery.
 - The Manager reviews the delivery paperwork for count and pricing errors and date stamps it as approved for payment.
 - All paperwork forwarded to UGCUAS to be coded to appropriate accounts for processing and final approval by the Director of Commercial Services and the Executive Director prior to payment.
- Monthly Inventory
 - Inventory takes place monthly and is conducted by two or more employees depending on size of operation and estimated number of items in inventory.
 - An inventory count sheet is used including item descriptions, item price, and a blank quantity field.
 - Managers, supervisors, shift leaders and other UGCUAS employees may participate in the inventory process. One person counts while another records the information on the count sheet. Due to staffing limitations, one person occasionally performs both duties but is then required to be randomly audited by another employee.

- Inventory information is reviewed by the submitting manager and the Director of Commercial Services for accuracy. A cover sheet is printed with current and previous month's inventory information and submitted to Accounting.
 - The yearend inventory taken on June 30th for all operations will be audited by a representative from the Finance and Budget office.
- Waste, Spoilage, Shrinkage
 - Unit Managers are responsible for day to day ordering of product. Managers may only order from vendors listed on the UGCUAS Approved Vendor List. Vendors are added to this list only with the approval of the Director of Commercial Services.
 - UGCUAS food services use a "just in time" philosophy for food production. This not only provides a higher quality food product for its customers, but reduces waste and spoilage as overproduction is controlled by available inventory.
 - Food production is monitored and controlled by the Executive Chef who communicates daily production needs to his production staff. Waste is controlled through menu design by reconfiguring product left over from one day into the next day's menu items.
 - Shrinkage- Islands Café. Shrinkage is minimized as storage areas are locked at the end of the business day. During the day when there are more supervisors and managers around, the inventory areas are left open due to impact on operations. In the evening hours and when there is limited staff, the inventory areas will remain locked.
 - Access to inventory areas is limited to management and supervisors.
 - Storage areas include walk-in freezers, walk-in refrigerators and a dry storage area.
 - Shrinkage- Student Union Building and Library Freud. Shrinkage is minimized as storage areas are locked at the end of the business day. .
 - Access to inventory areas is open as business operations would otherwise be adversely impacted.
 - There is a manager or supervisor always on duty to observe the operation to minimize shrinkage.

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DATE: June 1, 2011

POLICY NUMBER: 18.00

POLICY NAME: **Public Disclosure**

I. BACKGROUND AND PURPOSE

This policy provides guidance on how UGCUAS will make its records and information available to the general public. The UGCUAS desires to operate in a transparent manner while at the same time protect information that is confidential.

The general public may request access to certain UGCUAS records and information. Not all information of the UGCUAS is available to the public. Personal, sensitive or confidential information that could do harm to the UGCUAS, its employees, donors or supporters if made public is protected by the UGCUAS at all times. Certain trade secrets, proprietary data, contracts and non-disclosure agreements are not available to the general public. Access to UGCUAS information is available through several means including the UGCUAS website, reference to other public websites, public postings, and access to records upon specific request.

The relationship between UGCUAS, the Site Authority, Financing Authority, and California State University, Channel Islands (“CI” or “University”) is unique in that UGCUAS exists to manage the daily operating activities of the Site Authority and provide auxiliary support to CI. The Site and Financing Authorities exist to provide affordable housing for faculty and staff and to generate funds for academic capital. Therefore the policy of UGCUAS is also the policy of the Site Authority.

II. POLICY


It is the policy of the ~~University Glen Corporation~~University Auxiliary Services to comply with all applicable laws that govern auxiliary organization and to be as transparent as possible in its business and support activities. Public records and reports that are likely to be of interest to the general public such as annual reports, policies, tax returns and information about the organization will be posted in an organized manner on the UGCUAS website. Once posted on the website, UGCUAS considers the item(s) as available to the general public. Records and information that exist and considered public, but not available on the UGCUAS or other websites may be viewed by a requesting party by defining the document(s) desired and making a request to the UGCUAS Administrative Office.

Guidelines for making such a request are as follows:

- The requesting party is to make a written request at the [UGCUAS](#) Administrative Office located at 45 Rincon Drive Suite 104-A, Camarillo, CA, 93012. The requesting party must define the document(s) or item(s) that they wish to view and whether a photocopy is also desired. Requests must be specific and may be made only for documents that exist. It is the responsibility of the requester to provide enough information to properly identify the item(s) requested. The [UGCUAS](#) will not provide research for requests that are vague or that cannot be readily linked to an existing document.
- There will be a nominal per copy (per image) charge for photocopies. A [UGCUAS](#) form is available to make a public records request but it is not required that the requester complete the form. The [UGCUAS](#) Administrative Office representative can also complete the form for the requester. If the item(s) are requested to be mailed, a nominal mailing and handling charge will be added. Payment for any requested photocopies and mailing charges must be made at the [UGCUAS](#) Administrative Office prior to the release the photocopies.
- If one only desires to view item(s) and does not need photocopies, one may ask the [UGCUAS](#) Administrative Office representative how long it will take to retrieve the item(s) and arrange a viewing time that is during regular [UGCUAS](#) business hours. Every effort will be made to retrieve documents in a prompt manner. The more complex a request is, the longer it is likely to take to retrieve the item(s).
- If one's request for item(s) is denied due to confidentiality, non-existence, or other reasons, an explanation will be provide to the requester.

If a request for information is made by a party, and that request is denied or not accommodated to the satisfaction of that party, any resulting appeal will be referred to the [UGCUAS](#) Executive Director for review and final decision.

The Request for ~~University Glen Corporation~~[University Auxiliary Services](#) Documents or Records Form is attached to this policy.

	<p><u>POLICY AND PROCEDURE MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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Request for ~~University Glen Corporation~~ University Auxiliary Services Documents or Records

The ~~University Glen Corporation~~ University Auxiliary Services is pleased to provide public access to its documents and records. In accordance with its policy on disclosure many, but not all, documents are available to the general public. Contact the [UGCUAS](#) for further information regarding access to public records. Either the requester or [UGCUAS](#) employee may complete this form.

<p>Name of Requester:</p> <p>Contact Telephone:</p> <p>Email (optional):</p>	<p>Date of Request</p>
	<p>Estimated Date Item(s) Will Be Available or Mailed:</p>

Specific Name and Date of Existing Record(s) or Document(s) Requested:


<p>Address (Complete only if item(s) are to be mailed)</p>	<p>Indicate with an "X" whether this request:</p> <p style="text-align: center;">___ is only to view the item(s) or</p> <p style="text-align: center;">___ is for photocopies of the item(s)</p>
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There is a charge of \$.20 for each image copied. Copy charges are per image regardless whether single or double sided copying is used. If mailed, add \$1 for a letter sized envelope with postage/handling for 5 or fewer copies. For mailing 6-50 copies in 8"X12" envelope, add \$4.00. Charge for mailings more than 50 copies will be quoted on a case by case basis.

<p>Postage and Handling \$ _____</p>	<p>Date Completed _____</p>
<p>Copy Charges .20 each \$ _____</p>	<p>Number of Copies _____</p>
<p>Total Charge Due at Time of Release \$ _____</p>	<p>Confirm Payment Y or N</p>

<p>Employee Servicing this Request:</p>	<p>Reviewed by:</p>
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Reason if item(s) were not provided:

 <p>University Auxiliary Services</p>	<p><u>POLICY AND PROCEDURE MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: January 1, 2012

POLICY NUMBER: 19.10

POLICY NAME: **Public Disclosure**

I. BACKGROUND AND PURPOSE

The McKee Transparency Act (Education Code sections 89913 et seq.), became effective on January 1, 2012, and sets forth the public's right of access to auxiliary organization records. All records maintained by the auxiliary are potentially subject to disclosure under the Act, unless they fall into one or more of the authorized narrow exemptions. Details of the Act may be accessed at <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=89001-90000&file=89913-89919>.

Records requested under the Act are not to be released until the cost of duplication has been paid. Based on a systemwide study by the CSU conducted to formulate a single cost recovery rationale, the auxiliary has modeled its documentation duplication fee after the fee of the CSU based on the fee established by the Internal Revenue Service. The auxiliary's document duplication cost is \$0.20 per page. This charge applies whether documents are produced in hard copy or electronic form, and includes computer discs that capture electronic images. The charge applies for all copies up to 8x14 inches. For other documents, such as blueprints or electronic back-up tapes, the actual cost will be determined on a case-by-case basis.

II. POLICY


Records and information that exist and considered public, but not available on the [UGCUAS](#) or other websites may be viewed by a requesting party by defining the document(s) desired and making a request to the [UGCUAS](#) Administrative Office. Guidelines for making such a request are as follows:

- The requesting party may make an oral or written request at the [UGCUAS](#) Administrative Office located at 45 Rincon Drive Suite 104-A, Camarillo, CA, 93012. The requesting party must define the document(s) or item(s) that they wish to view and whether a photocopy is also desired. Requests must be specific and may be made only for documents that exist. It is the responsibility of the requester to provide enough information to properly identify the item(s) requested.
- There will be a nominal per copy (per image) charge for photocopies. A [UGCUAS](#) form is available to make a public records request but it is not required that the requester complete the form. The [UGCUAS](#) Administrative Office representative can also complete the

form for the requester. If the item(s) are requested to be mailed, a nominal mailing and handling charge will be added. Payment for any requested photocopies and mailing charges must be made at the UGCUAS Administrative Office prior to the release the photocopies.

If a request for information is made by a party, and that request is denied or not accommodated to the satisfaction of that party, any resulting appeal will be referred to the UGCUAS Executive Director for review and final decision.

The Request for ~~University Glen Corporation~~University Auxiliary Services Documents or Records Form is attached to this policy.

	<p><u>POLICY</u> <u>AND</u> <u>PROCEDURE</u> <u>MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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Request for ~~University Glen Corporation~~ University Auxiliary Services Documents or Records

The ~~University Glen Corporation~~ University Auxiliary Services is pleased to provide public access to its documents and records. Contact the UGCUAS for further information regarding access to public records. Either the requester or UGCUAS employee may complete this form.

<p>Name of Requester:</p> <p>Contact Telephone:</p> <p>Email (optional):</p>	<p>Date of Request</p> <hr/> <p>Estimated Date Item(s) Will Be Available or Mailed:</p>
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Specific Name and Date of Existing Record(s) or Document(s) Requested:

<p>Address (Complete only if item(s) are to be mailed)</p>	<p>Indicate with an "X" whether this request:</p> <p style="text-align: center;">___ is only to view the item(s) or</p> <p style="text-align: center;">___ is for photocopies of the item(s)</p>
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There is a charge of \$.20 for each image copied. Copy charges are per image regardless whether single or double sided copying is used. If mailed, add \$1 for a letter sized envelope with postage/handling for 5 or fewer copies. For mailing 6-50 copies in 8"X12" envelope, add \$4.00. Charge for mailings more than 50 copies will be quoted on a case by case basis.

<table style="width: 100%;"> <tr> <td>Postage and Handling</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Copy Charges .20 each</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Total Charge Due at Time of Release</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	Postage and Handling	\$ _____	Copy Charges .20 each	\$ _____	Total Charge Due at Time of Release	\$ _____	<p>Date Completed _____</p> <p>Number of Copies _____</p> <p>Confirm Payment Y or N</p>
Postage and Handling	\$ _____						
Copy Charges .20 each	\$ _____						
Total Charge Due at Time of Release	\$ _____						

<p>Employee Servicing this Request:</p>	<p>Reviewed by:</p>
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Reason if item(s) were not provided:




University Auxiliary Services
1 University Drive
Camarillo, California, 93012

Date: March 29, 2012

Open Records Request Copy Charge

The McKee Transparency Act (Education Code sections 89913 et seq.), became effective on January 1, 2012, and sets forth the public's right of access to auxiliary organization records. All records maintained by the auxiliary are potentially subject to disclosure under the Act, unless they fall into one or more of the authorized narrow exemptions. Details of the Act may be accessed at <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=89001-90000&file=89913-89919>.

Records requested under the Act are not to be released until the cost of duplication has been paid. Based on a systemwide study by the CSU conducted to formulate a single cost recovery rationale, the auxiliary has modeled its documentation duplication fee after the fee of the CSU based on the fee established by the Internal Revenue Service. The auxiliary's document duplication cost is \$0.20 per page. This charge applies whether documents are produced in hard copy or electronic form, and includes computer discs that capture electronic images. The charge applies for all copies up to 8x14 inches. For other documents, such as blueprints or electronic back-up tapes, the actual cost will be determined on a case-by-case basis.

 <p>University Auxiliary Services</p>	<p><u>POLICY</u> <u>AND</u> <u>PROCEDURE</u> <u>MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: August 25, 2011

POLICY NUMBER: 20.00

POLICY NAME: **Risk Management Policy**

I. BACKGROUND AND PURPOSE

This policy statement establishes how the ~~University Glen Corporation~~ University Auxiliary Services (“UGCUAS”) will reduce or eliminate losses to which UGCUAS may be exposed through the process of periodic risk identification and evaluation and appropriate risk management action.

In various Executive Orders, the Trustees of California State University (“CSU”) require auxiliaries to formalize risk management policy, including procurement of property and casualty insurance coverage, and establish a framework within which UGCUAS's services, programs and activities, together with those operated on joint basis with the California State University Channel Islands (“CI”), can be effectively managed, while identifying and evaluating risk and determining the most advantageous method of treatment.

The UGCUAS Board of Directors recognizes its role of stewardship over UGCUAS assets. This responsibility requires due concern for the safety of the public, those involved with UGCUAS services, projects, or programs with UGCUAS sponsorship or participation, combined with a need to protect UGCUAS resources. UGCUAS practices a conservative approach to risk management and transfers risk of identifiable hazards to insurers through purchase of comprehensive insurance coverage.

II. POLICY

- Management of Risks.
 - The management of the risks of loss to UGCUAS shall be the responsibility of the Executive Director. It is the Executive Director’s duty to identify risks, determine the means of eliminating, abating, transferring, or retaining these risks after consultation with appropriate staff, counsel, CI and CSU personnel.
- Risk Management Program Practices.
 - UGCUAS management shall establish and maintain documented risk management practices as an essential part of the program, including:
 - Analyze new activities, especially assumption of contractual liability, in terms of risks;
 - Provide periodic review of risks, exposures, activities and properties;

- Analyze any property purchases totaling \$50,000 or more, though it is automatically covered under the UGCUAS property policy, for inclusion in the UGCUAS property schedule as a specific line item;
 - Provide periodic review of risk avoidance, mitigation and prevention processes and efforts;
 - Maintain an accident/loss monitoring process that identifies where accidents and/or losses are occurring or will likely occur;
 - Maintain a systematic claims assessment process to ensure that claims are being properly administered and that the activity participants are fully aware of the types of risks being assumed;
 - Maintain a process whereby appropriate documentation of third party coverage and appropriate waivers of liability are consistently requested and received;
 - Transfer of risk through contracts, leases, liability waivers and indemnification language, ensuring risk exposures are minimized
 - Maintain a process that includes risk management as a component of management performance evaluations; and
 - Develop preparedness plans for disasters.
- Periodic Review of Risks and Activities. The periodic review of risks, exposures, activities and properties of UGCUAS shall include, but not be limited to:
 - Criteria to identify hazards and risks for analysis;
 - Quantification of activities, service, and support in which the UGCUAS is involved;
 - Minimum insurance coverage and limits by types of authorized activities;
 - Activity relationships in which there is, or may be, joint or shared responsibility and liability with respect to contracts, employment, occupancy of premises, or oversight of facilities, programs or services between the UGCUAS and the CI or other entity; and
 - The exclusion of risks or activities that the UGCUAS is clearly unwilling to undertake under any and all conditions, including those that may be prohibited or pose such a high degree of risk as to jeopardize the feasibility of the activity, or constitute a threat to the UGCUAS.
- Insurance.
 - When UGCUAS cannot eliminate or economically retain a risk of loss it shall be transferred by purchase of insurance. The form and sufficiency of various insurance policy limits for protection of UGCUAS shall be determined by the Executive Director in consultation with the CI Risk Manager.
 - Limited Loss Retention.
 - UGCUAS recognizes its ability to budget and self-fund limited and predictable risks of financial loss. It shall not attempt to insure such foreseeable losses and bearable expenses if alternatives are available consistent with sound business practice. Self insuring certain risk and/or purchase of property and casualty insurance with appropriate deductibles shall be determined by the Executive Director, in consultation with the CI Risk Manager, with due recognition of insurance market conditions.
 - Cooperative Insurance Programs.
 - UGCUAS is a member of California State University Risk Management Authority (“CSURMA”), which is a joint powers authority that creates a quasi-public entity which provides pooled group insurance and related risk management functions to stabilize risk

cost for the benefit of all who elect to join the CSURMA and to participate therein. CSU and all auxiliary organizations may be members.

- UGGUAS will remain alert to opportunities for cooperative action with other entities that promote mutual benefit in treatment of risks that may require special consideration. Any such cooperative activity shall be evaluated by the Executive Director and an appropriate report submitted to the Board of Directors for consideration prior to agreement.
- Insurance Acquisition. UGGUAS is not obliged by operation of any statute or regulation to award contracts for insurance to any insurance underwriter, broker, agent, risk retention group or other similar group or organization. UGGUAS will continue to purchase insurance from insurers that are financially sound, with proven administrative ratings. Premium costs are an essential element of evaluating any proposal.
- Periodic Review of Insurance. UGGUAS shall periodically review the following aspects of the casualty insurance program and revise and integrate as necessary within UGGUAS's or an activity's operations:
 - Reviewing scope of coverage and the limits of insurance policies in relation to activities and liability exposure;
 - Evaluating the ability to partially or entirely self fund risk;
 - Monitoring insurance coverage and claims;
 - Conducting routine inspections;
 - Identifying areas and activities involving joint/shared risk;
 - Conducting an ongoing safe practice/risk avoidance training and reinforcement effort with employees covering all risks;
 - Observing safe practices; and
 - Instituting disciplinary measures to insure that the practice of risk management is faithfully observed.
- Reporting. The Executive Director, or a designee, shall submit an annual report to the Board of Directors related to accounts receivable, workers compensation, and liability insurance losses, or filed claims, in excess of \$25,000.

II. PROCESS


The Executive Director is authorized to establish procedures, guidelines and forms consistent with and in implementation of this policy.

III. COMPLIANCE

All UGGUAS units, departments and personnel must comply with this policy.

IV. REFERENCES AND RELATED POLICY

- CSU Executive Order 715 California State University Risk Management Policy (1999) (superseded Executive Order 533)
- CSU Executive Order 849 California State University Insurance Requirements (2003)

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DATE: September 12, 2011

POLICY NUMBER: 21.00

POLICY NAME: **Food Service Transfers**

I. BACKGROUND AND PURPOSE

This policy statement establishes the basis upon which the ~~University Glen-
Corporation~~ University Auxiliary Services (“UGGUAS”) officers, employees, or other designated representatives shall be authorized to oversee the transfer process of inventory for all food service operations.

II. POLICY

Maintaining an adequate system of controls with regard to the transferring of food items in the food service operations spread over several locations is a priority. It is the policy of UGGUAS to account for all department to department transfers on inventory. This includes food, paper supplies, cleaning supplies, Linens, and uniforms.

II. PROCESS

Food Service unit managers and supervisors are responsible for maintaining an inventory of products for each location where food service operations exist. Purchasing is performed on a daily or weekly basis and deliveries can be made to a central location. In these cases food and supplies may be required to be transferred to another food service location. The process for transferring food and supplies follows:

- A separate *Inventory Internal Transfer* form will be used for each department where food and/or supplies are transferred to.
- When a transfer occurs the manager of the department initiating the transfer will fill out the *Inventory Internal Transfer* form (attached). The following will be included on the form: food and/or supply, account code, unit of measurement for the transferred product, PeopleSoft department code, the number of units transferred, and the cost per unit.
- At the end of every month both the transferring manager and the receiving manager will sign the form to verify and authorize the transfer.
- All forms will be transmitted to UGGUAS accounting.
- The Director of Commercial Services will review and sign the *Inventory Internal transfer* form.
- UGGUAS accounting will utilize the *Inventory Internal Transfer* to create a journal entry to allocate expenses to the appropriate operation.
- The journal entry form with the attached *Inventory Internal Transfer* as backup will be delivered to CSUCI accounting for final review, signature, and entering into the PeopleSoft sys



Inventory Internal Transfer

Month of: August 2011

Transfer

From: 671 - Freudian Sip SUB


Transfer To: 680 - Freudian Sip JSB

Product	Account Code	Unit	Number of Units	Cost Per Unit	Transfer Amount
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Transfer Total Amount					\$ -

Transferring Manager Signature

Director of Commercial Services

Receiving Manager Signature

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DATE: September 14, 2011

POLICY NUMBER: 22.0

Version: 2

Revision Date: August 20, 2019

POLICY NAME: Unrelated Business Income Tax

I. BACKGROUND AND PURPOSE

This policy statement establishes the basis upon which the University Auxiliary Services (“UAS”) will collect information on unrelated business income tax (UBIT) and will ultimately file appropriate income tax filings no later than November 15 each year, or file an extension. The UAS Executive Director will send out a reminder his Campus Supervisor and to Accounting notifying them 30 days prior to November 15th that it is due and then requesting a signed copy of the Form from the Vice President for Business and Financial Affairs once it has been filed.

IRS Publication 598, *Tax on Unrelated Business Income of Exempt Organizations*, defines unrelated business income in section 3. as “Unrelated business income is the income from a trade or business regularly carried on by an exempt organization and not substantially related to the performance by the organization of its exempt purpose or function, except that the organization uses the profits derived from this activity.”

Within Publication 598 under the heading “*Excluded Trade or Business Activities*,” in the section on *convenience of members*, it states: “A trade or business carried on by a 501(c)(3) organization or by a governmental college or university primarily for the convenience of its members, students, patients, officers, or employees is not an unrelated trade or business.”

Based on these statements all retail and Islands Café sales are considered to be non UBIT as they service the mission of the University. Sales within the catering department will be evaluated on an event by event basis. Those events not directly in support of the campus mission will incur UBIT tax.

II. POLICY

Maintaining an adequate system of controls with regard to the collection of information on sales as it relates to UBIT and the filing of tax documents is a priority. It is the policy of UAS to collect all UBIT information and to file an annual tax return (IRS 900 T <https://www.irs.gov/pub/irs-pdf/f990t.pdf> **SEE EXHIBIT A**) on this information.

III. PROCESS

- Information details for the event are obtained by the Catering Manager who creates a Banquet Event Order (BEO) **SEE EXHIBIT B** which is the contract with the client.
- There are two designations on the BEO for an Internal (I) or External (E) event.
- All BEO's are entered into the BEO Log.
- The Catering Manager, in conjunction with Accounting, will review the BEO's identified as External and make a determination of whether UBIT applies.
- Food Service administration will log events designated as "NON – Mission" and UBIT on a monthly basis from the BEO Log into the *Monthly UBIT Log* **SEE EXHIBIT C**.
- The weekly UBIT Log and a copy of the associated BEO's will be retained by the UAS Catering Manager for backup detail in preparation of the annual tax filing.
- If it is an external customer, Caterease provides an invoice that uses the BEO number as the referenced invoice.
- If an external customer pays with a credit card, the Catering Manager charges the amount of the BEO from Islands cash register as a credit card sale.
- If an external customer pays with a check, the Catering Manager receives the checks at the UAS location and runs the checks from Islands cash register.
- The sales are made through MICROS, and a sale is generated and booked in Accounting through a Daily Deposit Form/DDF **SEE EXHIBIT D**. This sale will be included in the Consolidated Cash Register report received from UAS management.
- The UAS Catering Sales Manager tracks payment of the BEO's via the Caterease Report . **SEE EXHIBIT E**.
- Catering Manager provides weekly BEO reports to Accounting and provides a list of any external BEO's.
- The BEO sales that are considered to be external are reviewed by Accounting.
- A Journal Entry is entered in Peoplesoft to move the revenue from Islands to Catering.
- On a weekly basis the UAS Catering Manager runs a Non-Mission unpaid Accounts Receivable report in Caterease to catch any unpaid invoices.

EXHIBIT A IRS 900 T Form

Form 990-T

Department of the Treasury
Internal Revenue Service

**Exempt Organization Business Income Tax Return
(and proxy tax under section 6033(e))**

For calendar year 2018 or other tax year beginning _____, 2018, and ending _____, 20 ____.

▶ Go to www.irs.gov/Form990T for instructions and the latest information.
▶ Do not enter SSN numbers on this form as it may be made public if your organization is a 501(c)(3).

OMB No. 1545-0087

2018

Open to Public Inspection for 501(c)(3) Organizations Only

A Check box if address changed

B Exempt under section
 501(c)() ()
 408(a) 220(a)
 408A 530(a)
 529(a)

C Book value of all assets at end of year

D Employer identification number (Employer's trust, see instructions.)

E Unrelated business activity code (See instructions.)

F Group exemption number (See instructions.) ▶

G Check organization type ▶ 501(c) corporation 501(c) trust 401(a) trust Other trust

H Enter the number of the organization's unrelated trades or businesses. ▶ Describe the only (or first) unrelated trade or business here ▶ If only one, complete Parts I-V. If more than one, describe the first in the blank space at the end of the previous sentence, complete Parts I and II, complete a Schedule M for each additional trade or business, then complete Parts III-V.

I During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? . . . ▶ Yes No
If "Yes," enter the name and identifying number of the parent corporation. ▶

J The books are in care of ▶ Telephone number ▶

Part I Unrelated Trade or Business Income		(A) Income	(B) Expenses	(C) Net
1a	Gross receipts or sales			
1b	Less returns and allowances			
	c Balance ▶	1c		
2	Cost of goods sold (Schedule A, line 7)	2		
3	Gross profit. Subtract line 2 from line 1c	3		
4a	Capital gain net income (attach Schedule D)	4a		
4b	Net gain (loss) (Form 4797, Part II, line 17) (attach Form 4797)	4b		
4c	Capital loss deduction for trusts	4c		
5	Income (loss) from a partnership or an S corporation (attach statement)	5		
6	Rent income (Schedule C)	6		
7	Unrelated debt-financed income (Schedule E)	7		
8	Interest, annuities, royalties, and rents from a controlled organization (Schedule F)	8		
9	Investment income of a section 501(c)(7), (8), or (17) organization (Schedule G)	9		
10	Exploited exempt activity income (Schedule I)	10		
11	Advertising income (Schedule J)	11		
12	Other income (See instructions; attach schedule)	12		
13	Total. Combine lines 3 through 12	13		

Part II Deductions Not Taken Elsewhere (See instructions for limitations on deductions.) (Except for contributions, deductions must be directly connected with the unrelated business income.)

14	Compensation of officers, directors, and trustees (Schedule K)				
15	Salaries and wages				
16	Repairs and maintenance				
17	Bad debts				
18	Interest (attach schedule) (see instructions)				
19	Taxes and licenses				
20	Charitable contributions (See instructions for limitation rules)				
21	Depreciation (attach Form 4562)	21			
22	Less depreciation claimed on Schedule A and elsewhere on return	22a			
23	Depletion				
24	Contributions to deferred compensation plans				
25	Employee benefit programs				
26	Excess exempt expenses (Schedule I)				
27	Excess readership costs (Schedule J)				
28	Other deductions (attach schedule)				
29	Total deductions. Add lines 14 through 28	29			
30	Unrelated business taxable income before net operating loss deduction. Subtract line 29 from line 13	30			
31	Deduction for net operating loss arising in tax years beginning on or after January 1, 2018 (see instructions)	31			
32	Unrelated business taxable income. Subtract line 31 from line 30	32			

For Paperwork Reduction Act Notice, see instructions.

Cat. No. 11291J

Form **990-T** (2018)

EXHIBIT B Banquet Event Order (BEO)

Banquet Event Order



Client/Organization	Event Date	Booking Contact	Party Name	Event #
Advancement	8/18/2019 (Sun)	Alissa [REDACTED]	Foundation Board [REDACTED]	E066 [REDACTED]
Accounting String		Guests	Booking Tel	Booking Email
* Please provide an accounting string #		20 (Pln)	(805) 437-[REDACTED]	[REDACTED]

Location

Site Name	Site Address
[REDACTED] Garden Street	, Santa Barbara, CA [REDACTED]

Time

Start	End
3:00 pm	5:00 pm

Food/Service Items

Food/Service Items	Price	Qty	Total
1 Server from 3pm - 5pm (+ 2 hours travel time)	25.00	4	100.00
Task: pour wine & beer; buss/clear napkins/plates and glasses			
[Client to provide all food & beverage, linens, plates, silverware, etc.]			

Delivery Charge	50.00
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Total Value	160.88	Subtotal	150.00	Pay Method	Accounting String
		Late Booking	0.00		
		Service Charge	0.00		
		Tax	10.88		

EXHIBIT C Monthly UBIT Log

Party Name	Category	Accounting String	Subtotal	Serv Chg	Tax	Total	COG	Indirect cost	Indirect Labor Cost	TOTAL INDIRECT	Date UBIT Report prepared to tax preparer	Report Submitted by
Camarillo Hospice	Non-mission	Check	\$62.50	\$0.00	\$4.69	\$67.19	\$ 20.00	\$ 7.18	\$ 17.50	\$ 24.68		
Sea Grant Workshop	Non-mission	MasterCard	\$515.50	\$93.10	\$44.13	\$652.73	\$ 164.96	\$ 7.18	\$ 144.34	\$ 151.52		
CI Kennel Club	Non-mission	Check	\$1,496.00	\$299.20	\$130.16	\$1,925.36	\$ 478.72	\$ 43.08	\$ 418.88	\$ 461.96		
Summerfest	Non-mission	Check	\$1,805.00	\$361.00	\$137.05	\$2,323.05	\$ 577.60	\$ 46.67	\$ 505.40	\$ 552.07		
Cote - Digne Wedding Reception	Non-mission	Check	\$2,477.50	\$495.50	\$215.55	\$3,188.55	\$ 792.60	\$ 86.16	\$ 693.70	\$ 779.86		
Target X Meeting	Non-mission	Visa	\$368.30	\$72.66	\$32.04	\$473.00	\$ 117.86	\$ 10.77	\$ 103.12	\$ 113.89		
Roxanne	Non-mission	MasterCard	\$38.25	\$0.00	\$2.77	\$41.02	\$ 12.24	\$ 3.59	\$ 10.71	\$ 14.30		
Pearls Soccer Party	Non-mission	Visa	\$36.00	\$0.00	\$2.61	\$38.61	\$ 11.52	\$ 3.59	\$ 10.08	\$ 13.67		
Rush Dinner Party	Non-mission	Visa	\$300.00	\$30.00	\$23.93	\$353.93	\$ 96.00	\$ 129.24	\$ 84.00	\$ 213.24		
Celebration of Life IHO Wendy Nachazel	Non-mission	Visa	\$1,570.00	\$157.00	\$125.21	\$1,852.21	\$ 502.40	\$ 64.62	\$ 439.60	\$ 504.22		
Mission Hills Ribbon Cutting Ceremony	Non-mission	Visa	\$981.25	\$177.13	\$83.98	\$1,242.36	\$ 314.00	\$ 71.80	\$ 274.75	\$ 346.55		
Truffles	Non-mission	Visa	\$48.00	\$4.80	\$3.83	\$56.63	\$ 15.36	\$ 7.18	\$ 13.44	\$ 20.62		
Rush Dinner Party	Non-mission	Visa	\$510.00	\$51.00	\$40.67	\$601.67	\$ 163.20	\$ 129.24	\$ 142.80	\$ 272.04		
ACHS Graduation Snack Bar	Non-mission	* Cash & credit card	\$2,130.52	\$0.00	\$154.46	\$2,284.98	\$ 681.77	\$ 172.32	\$ 596.55	\$ 768.87		
			\$11,760.82	\$1,649.29	\$972.26	\$14,382.37	\$3,763.46	\$ 782.62	\$3,454.87	\$4,237.49		

Exhibit D Deposit Daily Form

DDF Instructions

Enter the date (usually today's date) >
Only one entity per form >
Only one deposit type per form >

Enter preparer's name in case of questions >

Received From
List only if applicable
Will appear on Data Warehouse reports

Invoice / Claim #
List only if applicable
Invoice # would be issued by Michelle Hense, please call her at x3143 for PeopleSoft Chartfield

Description
Will appear on Data Warehouse reports

Amount
List each amount as a credit (-)

Total Deposit
Should match deposit ticket amount

Deposit Detail Form (DDF)

Submission Date: **7/31/2019**

Business Unit: **CIUGC**

Deposit Type: **CC**

E-mail / Submit Form

Division Of
FINANCE & ADMINISTRATION
CHANNEL ISLANDS

DDF Contact Information

Name	Telephone	Dept	Email
Prepared By: Marisela Lopez		UGC01	marisela.lopez@csuci.edu


DDF Detail

Accounting Use Only	Received From	Invoice / Claim #	Description	Amount
1			Pizza CC Sales	\$ (411.64)
2			TC Market CC Sales	\$ (660.90)
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
Total Deposit				\$ (1,072.54)

FINANCE USE ONLY

Journal Description: **CIUGC-990519 14 8 95**

Save DDF as CSV

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DATE: September 14, 2011

POLICY NUMBER: 23.00

POLICY NAME: Food Service Sales Returns

I. BACKGROUND AND PURPOSE

This policy statement establishes the procedure upon which the ~~University Glen-Corporation~~ University Auxiliary Services (“UGCUAS”) food service personnel properly handle sales returns.


II. POLICY

Maintaining an adequate system of controls with regard to providing sales returns to customers is a priority. It is the policy of UGCUAS to maintain positive controls over customer sales returns.

II. PROCESS

In addition to having appropriate controls over providing refunds to customers, providing good customer service is important.

- Apologize to the customer and inform him/her that the return will be taken care of right away.
- Ask the supervisor for assistance. If you are a supervisor ask the manager for assistance. Returns require two staff personnel to be present.
- Perform the return transaction on the Micros point-of-sales system:
 - a. Ring in the item the customer is returning.
 - b. Go to the tender screen.
 - c. Touch the **return item** button
 - d. At this point the supervisor is required to swipe his/her card for authorization.
 - e. Use the appropriate tender at this time. If the customer used a credit card, you can swipe it and the terminal will credit the account. If the customer paid with cash, return the money.
 - f. Print a copy of the refunded transaction.
 - g. The cashier writes the reason for the return on the receipt, signs it, and has the supervisor sign it.
 - h. All refunds using the Dining Dollars tender will be returned to the Administrative and Marketing Coordinator for entry into the Blackboard system.
 - i. **ALL** returns must have two employee signatures.
 - j. **ALL** return receipts must be attached to the Daily Cashier Report at the end of the shift and forwarded to UGCUAS Accounting
 - k. **UNDER NO CIRCUMSTANCES** may the cashier return money to a customer and complete the return with the supervisor at a later time. Even if it inconveniences the customer somewhat, the return must take place with the customer and two employees present.

 <p>University Auxiliary Services</p>	<p><u>POLICY AND PROCEDURE MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: August 16, 2011

POLICY NUMBER: 24.00

POLICY NAME: **Personnel Change Audit**

I. BACKGROUND AND PURPOSE

This policy statement establishes the basis upon which the ~~University Glen-
Corporation~~ University Auxiliary Services (“UGCUAS”) shall audit, on a regular basis, any changes made to personnel data within the ADP payroll system.


II. POLICY

Maintaining an adequate system of controls with regard to the information within the payroll system is a priority. It is the policy of UGCUAS to ensure accurate information is in place at all times.

II. PROCESS

UGCUAS shall audit changes to the payroll system on a regular basis. Payroll is run on a semi-monthly basis. The following process will be followed at the end of every payroll cycle.

- After payroll is run ADP generates two reports 1) Personnel Change Report and 2) New Hire Compliance Report.
- After each payroll these two reports will be copied, provided to a designated UGCUAS staff person for review and that staff member will compare the reports to the actual personnel file.
- If there are no issues, the staff member will sign the report as being reviewed and the report will be placed in a Payroll Audit File.
- If there are issues, the staff member will discuss those issues with the HR person, the issue will be resolved, it will be noted on the report and in the personnel file, and placed in the Payroll Audit File.
- The Payroll Audit File will be made available for inspection by the auditors, the campus HR office or any other appropriate and authorized staff member.

	<p><u>POLICY</u> <u>AND</u> <u>PROCEDURE</u> <u>MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: September 19, 2011

POLICY NUMBER: 25.00

POLICY NAME: Change Fund Process

I. BACKGROUND AND PURPOSE

This procedure is established to document the counting and control of change funds maintained by the Food Service units of ~~University Glen Corporation~~ University Auxiliary Services (UGGUAS).

II. POLICY

Maintaining an adequate system of controls with regard to auditing change funds is a priority. It is the policy of UGGUAS to maintain positive controls over operating unit change funds.


II. PROCESS

In order to maintain sufficient cash on hand to operate the food service operations, change funds are maintained at three UGGUAS operations. The Student Union Building (SUB) with a change fund of \$1,500.00, Freudian Sip JSB with a change fund of \$500.00, and Islands Café, with a change fund of \$1,000.00. The change fund at SUB services Lighthouse Café, Freudian Sip and the Sea Store which are all within one building. The change funds at Freudian Sip JSB and Islands Café serve those individual units.

1. Unit managers are required to audit their change funds once a week. This audit is performed with the manager and a second staff member present. The manager fills out the *Weekly Change Fund Audit* form with the appropriate change fund amount and then with the actual count. Any variances are noted. Both the Manager and second staff person initial the report.
2. The weekly change fund amount must remain constant at the appropriate designated amount.
 - a. Shortage. All registers should be audited to insure that inappropriate change (cash and coin) transactions were not made between the safe and operating registers. No operating shortages should exist in the Change Fund. If all registers, and receipts balance, the shortage amount in the Change Fund is to be made up from the operating register. Any shortage in the change fund made up from daily operating funds must be reported by email to the Director of Commercial Services on the day of occurrence.
 - b. Overage. If a cash overage is identified in the change fund, all registers should be audited to insure that inappropriate change (cash and coin) transactions were not made between the safe and operating registers. If all registers and receipts balance, the cash overage in the change fund should be put in the daily receipts for that operation and reflected as an overage. Any overage in the change fund deposited to daily operating funds must be reported by email to the Director of Commercial Services on the day of occurrence.
3. Any variance of greater than \$5.00 must be reported to the Director of Commercial Services. The Director of Commercial Services will conduct an investigation by the end

of the next business day which may include audit of the change fund and interviewing staff members present during the shortage.

4. At the end of each week the manager is to provide the Weekly Change Fund Audit report by email to the Director of Commercial Services for review and filing. These forms will be maintained in file by the Director of Commercial Services.
5. Unit Managers are also responsible for maintaining the proper denominations of coin and currency in their change fund. To replenish the unit change fund, the Manager places an order by email with Rabobank for the necessary change. The Manager places the required order total in a change bag and seals it for pickup by the security service. Deposit bags and change bags are picked up on a daily schedule for SUB operations, and a Monday, Wednesday, Friday schedule for Freudian Sip JSB and Islands Café by an armored security service for transport to Rabobank. The security service also delivers the change order made by the Manager.
6. On a monthly basis and unannounced, a representative from CI's Division of Finance and Administration will audit the change funds as well. The results of that audit will be reported to UGCAS.

 <p>University Auxiliary Services</p>	<p><u>POLICY AND PROCEDURE MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: September 19, 2011

POLICY NUMBER: 26.00

POLICY NAME: Cash Shortages

I. BACKGROUND AND PURPOSE

This procedure is established to document the mitigation, investigation and recovery of cash shortages in the food service units of ~~University Glen Corporation~~ University Auxiliary Services (UGGUAS).


II. POLICY

Maintaining an adequate system of controls with regard to cash shortages is a priority. It is the policy of UGGUAS to investigate and document cash shortages of \$10.00 or larger.

II. PROCESS

The procedure for opening and closing of cash register drawers and reconciling daily receipts in all food service operations is outlined in the UGGUAS on Opening and Closing. The purpose and intent of this policy is to outline mitigation, investigation and recovery of any cash shortages.

1. Unit managers are required to audit their change funds once a week. This audit is performed with the manager and a second staff member present. The manager fills out the *Weekly Change Fund Audit* form with the appropriate change fund amount and then with the actual count. Any variances are noted. Both the Manager and second staff person initial the report. This report is provided to the Director of Commercial Services at the end of each month.
2. Further mitigation and investigation is done independently by a representative of the campus accounting office. This is conducted unannounced and once a month.
3. Daily sales receipts are counted and compared to the daily Revenue Center Sales Detail report provided by the Micros register system. Shortages of \$10.00 or greater require that the manager count the change fund to insure that improper exchange of coin and bills necessary for daily operation between the registers and the change fund has not been made.
 - a. Any variance of greater than \$10.00 must be reported to the Director of Commercial Services. The Director of Commercial Services will conduct an investigation reviewing the following:
 - a) Audit of change funds, and all daily receipts for the day of shortage.
 - b) Develop a list of all staff working during shortage period.
 - c) Interview all staff present during shortage period.
 - d) Review cash handling procedures with manager and staff as appropriate.
4. Recovery of cash shortages can only occur through an investigation resulting in the positive identification of persons responsible for the shortage and associated personnel actions.
5. In potential extreme situations an insurance claim may be considered for the loss.

	<p><u>POLICY</u> <u>AND</u> <u>PROCEDURE</u> <u>MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: September 19, 2011

POLICY NUMBER: 27.00

POLICY NAME: Register Open / Close Process / Sales Reconciliations

I. BACKGROUND AND PURPOSE

~~University Glen Corporation~~ University Auxiliary Services (UGGUAS) operates multiple Food Service units on the California State University Channel Islands campus (CI). Each of these units contains a safe to hold cash receipts and cash register terminals for recording sales transactions. All cash register terminals are connected to the Micros Point-of-Sales system. This software system provides up to the minute sales information and a transaction log for each cash register terminal. This procedure is established to document the cash register opening and closing procedures and the register closing sales reconciliation for the food service units of UGGUAS.


II. POLICY

Maintaining an adequate system of controls with regard to opening and closing procedures and daily cash sales reconciliation is a priority. It is the policy of UGC to maintain positive controls over these processes.

II. PROCESS

- All cash registers start the day with \$150.00. At the beginning of each day the unit Manager or unit Supervisor takes the cash drawers from the safe and recounts the drawer to verify the beginning \$150.00 opening drawer amount. The manager fills out the *Daily Cashier Report* form and puts it into the *Daily Sales Envelope*.
- Once the drawer balance has been verified to be \$150.00, the manager or supervisor places a locked drawer cover on the cash drawer, and carries the cash drawer to the cash register.
- Only the unit Manager or shift supervisor is allowed to remove cash drawers. The supervisor places a locked drawer cover on the cash drawer and takes the drawer to the office.
 - The opening cash register procedure is as follows:
 - Swipe manager card to open drawer
 - Press Manager Screen button
 - Press Assign Till button
 - Press Assign New Till button
 - Press Cash Till button, press OK
 - Select cashier from list provided, press OK
 - Employee working register swipes their card
 - Register is now operable for business
 - Cashiers perform their work and process sales transactions. Cash drawers have to be closed before the next sales transaction can be processed.
 - The closing cash register procedure is as follows:
 - Swipe manager card

- Press manager screen button
 - Press Sales Report button – the report automatically prints
 - Remove till from drawer, place all credit card receipts, coupons, and sales report in drawer and place locking cover on till.
 - Cash drawers are removed at the end of a shift or at the end of the day.
- Sales Reconciliations (End of shift cash drawer handling and counting)
 - The shift supervisor and the unit supervisor have the responsibility of counting the cash drawers. The first supervisor:
 - Unlocks the drawer cover on the cash drawer.
 - Counts the Drawer to the \$150.00 start balance for the following day.
 - Counts the sales receipts and fills in the right side of the Daily Cashier Report (DCR).
 - Compares the Daily Revenue Center Sales Detail report from the register with the DCR counted sales receipts for reconciliation purposes.
 - Signs the DCR as counter.
 - The beginning till amount (\$150.00) is put back into the safe to be used again.
 - If there is a shortage or overage of \$10.00 or more, the counting supervisor will contact their supervisor immediately. See Cash Shortage Policy for details on these situations.
 - Places the DCR, the Terminal Tender report, and the cash/credit card receipts into an unlocked bag.
 - Places the unlocked bag in the safe.
 - The second supervisor:
 - Retrieves the bag and beginning till from the safe.
 - Recounts the beginning till amount.
 - Recounts the bank deposit amount.
 - Reviews the DCR information.
 - Verifies any shortage or overage noted by first counting supervisor.
 - Signs the DCR as “verified by”.
 - Prepares the bank deposit and the armored transport bag and log.
 - Puts the DCR, the Terminal Tender report, and the cash/credit card receipts into the Daily Sales Envelope.
 - Seals the bank deposit bag and places in safe.
 - Returns till to the safe.
- Multiple cashiers using one register during the day.
 - UGGUAS has different types of employees:
 - Salaried employees.
 - Hourly employees would not normally work more than 8 hours.
 - Student employees work shifts to accommodate their class schedules and may work anywhere from 3 – 6 hours during a shift.
 - During any one shift, there is not a dedicated staff member for a cash register, e.g. the staff member assisting the customer will charge and receive payment for services.
 - The detailed and dual custody nature of the procedures outlined in this and other commercial services policies indicate there are more than adequate controls over cash handling within the retail operations.
 - These facts along with the downtime required to close out and open a new register mid-shift, thereby effecting our ability to provide service show that having multiple cashiers at one register during the day is acceptable.

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DATE: September 26, 2011

POLICY NUMBER: 28.00

POLICY NAME: Procedure for controlling inventory waste, shrinkage, and spoilage in food service units.

I. BACKGROUND AND PURPOSE

This procedure is established to document inventory waste, spoilage and shrinkage controls in the food service units of ~~University Glen Corporation~~University Auxiliary Services (UGGUAS).

II. POLICY


Maintaining an adequate system of controls with regard to inventory control, waste and shrinkage is a priority. It is the policy of UGGUAS to maintain positive controls of its inventory and to control waste and shrinkage.

II. PROCESS

The following processes are in place to control inventory waste, spoilage and shrinkage:

1. Unit managers are required to conduct a monthly inventory on the last operating day of every month. A copy of the inventory is forwarded to the Director of Commercial Services by the forth business day of the following month for review. The Director of Commercial Services forwards a copy of all inventories to University Accounting for entry into the PeopleSoft.
2. The final (June 30th) inventory is conducted with a representative of University Accounting present.
3. Unit Managers are responsible for day to day ordering of product. Managers may only order from vendors listed on the UGGUAS Approved Vendor List. Vendors are added to this list only with the approval of the Director of Commercial Services.
4. All vendor deliveries are received by the manager or an employee trained by the manager to perform this function. The count for each item on the delivery receipt or invoice is verified by the receiver with all variations being noted on the invoice or receipt. All invoices are date stamped received and signed by the receiver.
5. The unit manager reviews all invoices, date stamps his approval and forwards all invoices to UGGUAS Accounting for processing.
6. It is the responsibility of each unit manager to provide production guidance to their staff to insure that appropriate quantities of food are produced to correspond to anticipated business.
7. Within the retail operations food is prepared to order with the exception of pastries which reduces waste and spoilage. Where necessary pastry orders are modified to coincide with operational need.
8. At Islands Café, production is controlled by the Executive Chef who communicates daily production needs to his production staff. Waste is controlled through menu design by reconfiguring product left over from one day into the next day's menu items.
9. UGGUAS production and storage facilities are small compared to the quantity of product produced in these areas. All perimeter doors are secured at the end of night securing product. UGGUAS recognizes the risk to shrinkage by operating with unlocked storage areas during the day but believes that because we operate at minimum staffing levels and

constant access is necessary to product ingredients by production staff that the cost of required additional staffing to control storage access would be greater than the shrinkage it would control.

 <p>University Auxiliary Services</p>	<p><u>POLICY AND PROCEDURE MANUAL</u></p>	<p>University Auxiliary Services 1 University Drive Camarillo, California, 93012</p>
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DATE: February 18, 2015

POLICY NUMBER: 29.0

POLICY NAME: **Cash Disbursement Transactions**

I. BACKGROUND AND PURPOSE:

This policy statement establishes the basis upon which the ~~University Glen Corporation~~ University Auxiliary Services ("UGC") employees shall be authorized to handle Cash Disbursement Transactions with the provision of clear delineation and segregation of duties.

II. POLICY:

No cash disbursement transaction is conducted without the express approval of the Senior Director or designee.

III. PROCESS:

- A. UGCUAS Accounting Technicians collect invoices from all operations, provide appropriate accounting string(s) on each invoice on the UGCUAS Transmittal form which designates each invoice into appropriate accounts, and posts each invoice to PeopleSoft.
- B. UGCUAS Accounting Technicians provide the Senior Director or designee with the original invoice, a copy of the check prepared to the vendor, and check register report created by PeopleSoft listing all transactions. The Senior Director or designee reconciles the checks, check register and original invoices to verify accurate payments are disbursed.
- C. Once the Senior Director or designee verifies and signs off on check register, the UGCUAS Accounting Technicians then apply postage to the checks and mails.