

Date: August 7, 2015  
To: Pam Muscarello  
From: Nancy Do  
Subject: Cash Handling Process for CAM (Center for Advanced Materials)

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CAM supports the Undergraduate Science Research Program (USRP), and occasionally receives cash/checks as reimbursement from a number of sources to cover student laboratory expenses as well as the cost of special events that may be held on campus. If cash is received, a PS Journal Entry for the deposit is completed On-Line.

In the event that checks are received from grant or contract funding, they are sent to OCG for deposit. All checks received are hand carried to the grant coordinator within the same day.

All checks are stamped "FOR DEPOSIT ONLY" with the cost center information written on the back.

If you have any questions regarding CAM's process, please contact me at extension 3-3621