



**California State University, Los Angeles
Department of Public Safety**

NUMBER: IV-7 APPROVED: _____
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/27/04 Reviewed/Revised: April 1, 2008

SUBJECT: **Collection of Parking Meter Revenue**

I. PURPOSE:

- A. The purpose of this policy is to establish procedures for the collection of parking revenue from the daily permit dispensers with delivery to the Cashier's Department.
- B. This policy is to ensure proper revenue handling procedures for the collection, transportation and temporary storage of parking revenue.
- C. This policy is to ensure the safety of Department personnel involved in the collection of this parking revenue.

II. POLICY:

- A. The collection, transportation and temporary storage of the parking revenue collected from the permit dispensers and Luckman Events will be accomplished in accordance with this order.
- B. This order is for internal Department use only. **This order and the information contained herein shall not be released to the public.**

III. DEFINITIONS:

- A. Permit Dispensers. The Ventek, pay and display machines located in the parking lots, that issue daily parking permits.

IV. PROCEDURE:

- A. COLLECTION OF REVENUE FROM PERMIT DISPENSERS.
 - 1. On every Monday through Friday, the Parking Technician or Parking Technician Assistant will do a preliminary check of every permit dispenser to determine if each machine has more than \$500.00 in retained revenue. If a permit dispenser has more than \$500.00 (combined currency and coin) it will be logged for collection for that day.

2. The Parking Technician or the Parking Technician Assistant will gather the following equipment for the collection:
 - a. One canvas bag or approved banking equivalent and black tie-lock approved banking equivalent for each permit dispenser to be collected that day.
 - b. One to two large locking collection bags.
 - c. The keys to access the revenue in the permit dispensers.
3. Prior to leaving for the collection of the revenue from the permit dispensers the technicians will call for a police escort (10-14) and state the locations of the lot where the collections will begin. The police escort will provide armed escort and observe the technician's collection of the permit dispensers.
4. At each dispenser scheduled for collection, the technicians will:
 - a. Unlock the vault door to the dispenser.
 - b. Remove the coin bag within the dispenser.
 - c. Remove the currency acceptor within the dispenser.
 - d. Remove the collection report generated by the dispenser.
 - e. Take both the coin bag and the currency acceptor to the parking vehicle.
 - f. The coin bag contents will be dumped into one canvas bag.
 - g. The bills will be removed from the currency acceptor, bundled with rubber bands and placed into the same canvas bag with the coins.
 - h. Place the collection report into the same canvas bag.
 - i. Seal the canvas bag with a black plastic tie and lock into the larger locking collection bag.
 - j. The currency acceptor and coin bag will be replaced into the permit dispenser and the dispenser will be locked and secured.
5. The technicians and the police escort will proceed to each dispenser scheduled for collection and follow the above-described procedure using a single canvas bag for each dispenser and securing that bag in the larger locked collection bag.
6. After the last dispenser is collected the technicians and the police escort will proceed to the Cashiers department with the locked collection bags and deposit them with a Cashiers representative.
7. If the Cashiers department is closed, the locked collection bags will be taken back to the Parking Shop in Public Safety and the proceeds will be secured in the parking safe.
8. STORAGE OF VAULT KEYS: The keys to the permit dispensers will be secured in a lock box within Public Safety Meter Shop.
9. KNOWLEDGE OF COMBINATION TO PARKING SAFE: The Parking Manager, the Technical Parking Supervisor and the campus

Locksmith will know the combination to the Parking Safe. **No other employee shall be given the combination.**

10. Deposit Receipt Form: Upon processing of revenue collected from permit dispensers, the Cashier's Office will issue a deposit receipt to the technician(s).

V. APPENDICIES:

Deposit Receipt Form



California State University, Los Angeles
Department of Public Safety

To: Cashier's Office, Administration 128

Date:

From: Department of Public Safety

Copies To:

SUBJECT: DEPOSIT OF RECONCILIATION FORM

Account Number	Quick Code	Cash	Check	Bank Draft	Total

Total Deposit \$ _____

CASH COUNT TOTAL				COIN COUNT			DRAFT TOTAL	CHECK
Quantity	Bill Type	Total Cash	Quantity	Coin Type	Total Cash			
	X \$	\$		X \$.	\$			
	X \$100	\$		X \$. 50	\$			
	X \$50	\$		X \$. 25	\$			
	X \$20	\$		X \$. 10	\$			
	X \$10	\$		X \$. 05	\$			
	X \$5	\$		X \$. 01	\$			
	X \$1	\$						
Total:		\$ _____			\$ _____		# of drafts \$ _____	# of Checks \$ _____

Total Deposit \$ _____ (This figure should match Total Deposit in top half of Reconciliation Form)

Name of Person preparing reconciliation form: _____
(Please Print)

Signature: _____

Cashier's Office verification: _____