



TEXAS TECH UNIVERSITY
Department of Intercollegiate Athletics
Operating Policy and Procedure

PREFACE

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

ADDITIONAL SOURCES OF INFORMATION ARE:

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

Department of Intercollegiate Athletics Policy and Procedure

Revised and posted 9/11/07

5.0 BUSINESS OFFICE GENERAL PROCEDURES

5.1 ACCOUNTING PROCEDURES

Athletics' accounting procedures are based on State, University and departmental policies in accordance with generally accepted accounting principles.

See <http://www.depts.ttu.edu/opmanual/contents.php#62> for detailed information on University policies.

5.2 AUDITS

Athletics will have an independent, certified public accountant audit its financial statements each fiscal year. This audit will ensure that the financial statements present fairly the financial position of the department. It ensures also that the financial statements are in conformity with generally accepted accounting principles, that these principles are consistently applied, and that NCAA procedures for annual audits are strictly followed.

5.3 CASH DEPOSITS

Deposits will be submitted by each receiving unit to the Athletics Business Office within one business day after receipt.

Funds for fund-raisers, ball purchases, autographed pictures, media guides, etc. should come directly to the Athletics Business Office for deposit. The Athletics Business Office will log in all checks and cash daily and deposit into appropriate accounts.

All donations to each sport booster account should be delivered to the Red Raider Club for processing within 24 hours of receipt. The RRC turns these donations in as part of their daily deposit and these funds will be credited to the sport account.

All checks/cash must be hand delivered to the Red Raider Club or to the Athletics Business Office and never placed in the mailboxes or in campus mail. Those who receive deposits will deliver them to the Athletics Business Office for logging and receipting. The following areas will deliver their deposit directly to the business office depositor:

- Ticket Office
- Red Raider Club
- External Operations
- Special Projects - Men's Basketball
- Special Projects - Women's Basketball

All other deposits will be verified and logged in at the front desk in the Athletics Business Office. The deposit will be logged into either the ABO receipts log book or the cash receipt book. Another employee in the business office, other than the ABO depositor, must log these items.

The cash receipts log and cash receipts book will be kept in a secure area.