

## DATA REPORTING DEADLINES

Item	Purpose	Due	Where	Fine
<b>All Businesses</b>				
<b>Over/Short Forms</b>	Report cash management discrepancies	<b>any shortages or overages over \$20 within 48 hours after occurrence</b>	to Program Coordinator	<b>\$25/ per occurrence</b>
Inventory	Update monthly accounts	Opening, 7th of each month for previous month, closing	Pub Dir\All Business Files\BusinessName\Inventory\	<b>\$50/per occurrence</b>
Sales Tracking & Register Discrepancy	Maintain monthly revenue accounts	7th of each month for previous month	Pub Dir\All Business Files\BusinessName\Cashout\	<b>\$50/per occurrence</b>
Invoices	Maintain monthly expense accounts	7th of each month for previous month	Into Quickbooks and Vendor Ledger	<b>\$50/per occurrence</b>
Catering Invoices	Maintain monthly revenue accounts	7th of each month for previous month	Into Quickbooks and Vendor Ledger, then to Donna Vanasse	<b>\$50/per occurrence</b>
Procard	Maintain monthly revenue accounts	7th of each month for previous month	statement reconciled, all expenditures <u>to date</u> into Quickbooks and Vendor ledger, and to Donna Vanasse	<b>\$50/per occurrence</b>
Payroll	Maintain weekly accounts	Friday at Noon	SAITS Time System	<b>\$10/per occurrence</b>
<b>CD&amp;C Only</b>				
RSO Recharges	Update monthly accounts	7th of each month for previous month	Pub Dir\All Business Files\Campus Design and Copy\RSO recharges\FY?? RSO Recharge Files	<b>\$50/per occurrence</b>
Departmental Billing	Update monthly accounts	7th of each month for previous month	Pub Dir\All Business Files\Campus Design and Copy\Departmental Billing\FY??	<b>\$50/per occurrence</b>
<b>TIX Unlimited</b>				
Event Log	Update monthly accounts	7th of each month for previous month	Pub Dir\All Business Files\Tix Unlimited\event logs\events FY??	<b>\$50/per occurrence</b>
Vending Log for Concourse Vendors	Update monthly accounts	7th of each month for previous month	Pub Dir\All Business Files\Tix Unlimited\vending logs\Vendor FY??	<b>\$50/per occurrence</b>