

Calhoun Athletics Concessions Policy 3/26/2024

The following procedures apply to all Calhoun Athletics events that sell concessions to the public (with the exception of any concessions sold by clubs/foundation/student groups, etc. where the items sold for fundraising purposes. In this case, the supplies being sold would be purchased by the fundraising organization from a foundation club account and they would receive the revenue back in their foundation club account. Refer to foundation policies and procedures for fundraisers). The Athletic Director is responsible for internal controls to ensure proper handling of funds and concession inventory. The following policies and procedures are for concession sales at athletic events where items sold have been purchased by the College and revenues will be deposited monthly to the College :

1. Items sold in the concession areas will be purchased from one of the approved athletic budgets in the College's operating budget by the normal purchasing procedures for the College.
2. Electronic payments only will be accepted for purchase of any concessions or any other item for sale at athletic events. Credit cards, debit cards, Apple Pay, and other approved electronic payment methods available on smartphones will be accepted (The ability to process different electronic payment methods will depend on the capability of the card processing system being used at that time).
3. No cash will be accepted for the purchase of concession items or any other items sold at the events.
4. All concessions will be processed with a point of sale system capable of accepting electronic payments and producing a listing of those transactions.
 - a. The College currently uses the Foundation's Clover Go card readers. The proceeds from concession sales will be transferred from the Foundation to the College on a monthly basis. Use of the Foundation's card readers saves the College money and provides a mechanism for payment processing.
 - b. The Athletic department must maintain a record in their department of the amount of concession sales for each date/event. The day after concessions are sold, the coach who sold concessions will need to log into the CloverGo processing system and print out an Item Sales Report which reflects the items sold and the total amount being deposited. This amount on the report will match the Foundation deposit form (with dual athletic signatures) which should be presented to the Foundation Office to record the credit card sales deposit.