**TEXAS A&M UNIVERSITY – COMMERCE**

**Balancing (Closing) Procedure**

***BALANCING AND CLOSING***

* Each cashier will calculate a total for cash, checks and credit card receipts in their drawer at the end of each business day.
* Will go through an adding machine receipt for each of the following transaction types: cash, checks, and credit cards.
* The total of each receipt should equal the total as reported by TouchNet Cashiering for the business day.
* Once this is done and your totals match, place the contents of your deposit in to a deposit bag.
* The deposit bag is to be locked in the number nine drawer in the safe. (This is the drawer the accountants have access to for deposits)
* Put all cashier window lights in the off position, close cashier sliding windows, take any last minute departmental deposits, and lock them in the vault.
* Turn off vault room light and make sure both safe and vault are securely closed and locked.