**Procedure for Handling Bottle Deposits in Halls**

All confiscated bottles and/or cans, which at one time contained alcoholic beverages, become the property of the residence hall of origin. All other deposit bearing donated bottles and/or cans likewise become the property of the residence hall receiving the donation.

All cans/bottles/containers which are not deposit bearing will be properly recycled.

All cans/bottles/containers which are deposit – bearing will be properly cleaned and stored for a brief period of time in a secure area designated by the residence hall’s staff. The Residence Hall Director will determine the details regarding who will redeem the cans/bottles/containers at what time and location.

The money received from the redemption of the cans/bottles/containers will be maintained in a secure petty – cash fund by the residence hall’s staff under the supervision of the Residence Hall Director. The fund may be used only for the following purposes:

1. Purchase of residence hall recreational equipment
2. Supplement to existing funds for educational programming and/or social activities
3. Direct donation/deposit to the residence hall’s social fund
4. Direct donation/deposit to the Resident Assistant Activities Council fund
5. Donation to local charity

Appropriate records, including detailed ledgers of all deposits, transfers and withdrawals as well as inventories of cans/bottles/containers will be maintained by the Residence Hall Director for audit purposes.