

Category: Operations

Department: Business office

Policy Title: Cash in College Buildings

Policy Statement: The College administration shall, whenever possible, avoid requiring non-Business Office employees to collect or handle funds. Employees who collect money for student activities or classroom events should promptly deposit said monies at the Business Office. The College shall not assume responsibility for money not deposited at the College Business Office. Receipts shall be issued for all deposits.

Procedures:

Contacts: Chief Financial Officer

Approved Date: 3/1/2018

Policy History: 7/1/05, 7/1/16

Keywords: cash in buildings

Related Form: