

Procedure Manual



Title: Receipt and Deposit of Funds	Number: A6Hx2-6.04
Policy Number: 6Hx2-6.04	Page: Page 1 of 1

Receipting of funds is done by the campus cashier or college accounting personnel.

Deposit of received funds will be at a Board of Trustees approved depository. A listing of approved depositories is maintained in financial operations.

College departments receiving moneys directly shall complete a Money Transmittal Form (BUR-1) and hand-carry it, along with check(s) and/or moneys to be deposited, to the campus cashier for processing. The instructions to complete BUR-1 are written on the form. All checks received by a department must be stamped with the restrictive endorsement stamp immediately upon receipt.

The following college departments are approved for accepting funds and have been provided restrictive endorsement stamps:

- college accounting
- campus cashiers
- campus bookstores
- departments authorized to sell tickets, such as cultural affairs, Bailey Hall, Omni Auditorium, and the Planetarium
- authorized agency fund departments (agency fund receipts only)
- campus community affairs
- Center for Health Science Education (CHSE)
- business technology, central campus
- campus registrars
- economic development/continuing education
- Bailey Hall concession
- campus libraries

Recommending Officer's Signature <i>Jayson Troff</i> Date: 10/4/2013	President's Signature <i>J. David Anthony Jr.</i> Date: 10/4/2013
--	---