

Business Operations Series—6000

## HANDLING OF FUNDS

- Employee and Supervisor/  
Dean/Director:**
1. Identifies need or opportunity to handle cash or payments.
  2. **Supervisor/dean/director** contacts **Director of Business Services** for consultation and authorization to receive funds.
- Director of Business Services (or designee):**
1. Consults with **employee and supervisor/dean/director** on needs.
    - 1.a. If approved, directs **supervisor/dean/director** to:
      - 1.a.1. Add cashiering functions to employee position description, and
      - 1.a.2. Have employee complete a criminal background check.
      - 1.a.3. Once need and status are approved provides authorization and appropriate direction including college policies, procedures and guidelines.
      - 1.a.4. Requests appropriate system access to process payments.
    - 1.b. If authorization is refused, informs **employees, supervisor and/or department dean/director** of rationale.
- Employee:**
1. Follows college policies, procedures and guidelines established by **Business Services**.
  2. Receipts all moneys received by the college using a college approved receipt. Provides copy of receipt to **student/customer** and retains department copy.
  3. Ensures that all moneys (cash, check and credit card) are placed in a secured, locked cabinet or vault while waiting delivery to **Business Services or other college location** of armored vehicle pick-up as appropriate.

Business Operations Series—6000

**HANDLING OF FUNDS** (continued)

**Employee:**

4. Delivers money to **Business Services or other college location** or prepares for armored vehicle pick-up. Completes internal department receipt verifying total of moneys delivered and awaits confirmation of amounts by **college staff** as appropriate.
  - 4.a. Check and credit card payments are delivered same day or within three (3) business days. Cash and credit card (if applicable) payments are delivered the same day as received or the following business day if received after normal business hours.

**Business Services  
Cashier, Other Location  
Cashier:**

1. Makes daily bank deposits.

June 25, 1985  
*Adopted College Council*  
June 7, 2006  
*Revised*

March 19, 2015  
*Revised by College Executive Administration*