

Cashier Window Departmental Deposit Acceptance Policy		<i>Department:</i> Finance-Accounting – Student Accounts	
		<i>APP No.</i> FIN-005	
<i>Department Manager:</i> Controller – Student Accounts Manager	<i>Revised:</i>	<i>Effective Date:</i> 10/1/2016	Page 1
<i>Subject:</i> Procedures for departmental deposits taken to the College Cashier window located in <i>Melrose Hall, RM 030</i> . This does NOT pertain to students personally paying on their student account.		<i>Applicable Divisions:</i> All	

1.0 PURPOSE

To insure that deposits by campus departments can be securely and properly handled, counted and verified (with the person delivering the deposit) while the part-time cashier is on duty and while other staff are available to help other customers at the same time, and to avoid discrepancies about the amount of cash being deposited.

2.0 POLICY

- A. The Cashier will be available to receive cash from campus departments, only during the following times:

9:30 a.m. to 12:30 p.m. and 1:30 p.m. to 2:30 p.m. (M-F)

For security and confirmation purposes, no cash deposits will be accepted outside of these times

- B. College policy for appropriate handling of funds received by departments requires that payments received in cash be taken to the Cashier window ASAP after they are received (but no later than two business days for cash), and payments by check should be taken ASAP (but no later than four business days).
- C. All funds (involving cash) being deposited with the college cashier need to be counted by the college cashier along with (in front of) the person that brings the deposit to the window, and the total amount confirmed before a receipt is printed and before the delivering person leaves the cashier window.
- D. This must be done ONLY during hours that the cashier is available (see A. above), otherwise the deposit will be rejected and must be brought back the next business day during available hours.
- E. If departments have a large cash deposit, please call Ext. 2241 in advance to be sure enough staff are available to securely and separately count the cash while helping other customers.
- F. A small batch (of 10 checks or less) can be accepted at the Cashier window during normal 8-5 hours of operation and a hand written receipt will be issued so they can be processed later by the Cashier, but cash deposits can only be accepted during the hours listed in A. above.

3.0 OTHER

Effective 10/1/2016 the college cashier window will no longer cash personal checks of any kind for employees. An ATM is available in Riley Hall.

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This policy is hereby approved. This policy is effective immediately and supersedes all previous editions.

Date Issued:	October 1, 2106
Date Last Revised:	October 4, 2016
Responsible Executive:	Vice President for Finance and Administration/CFO
Responsible Office:	Student Accounts

MP Rodriguez
Vice President for Finance and Administration/CFO

10-4-16
Date