

Subject: Collection of Money
Policy Number: C80
Date: April 25, 2003
Revised: December 15, 2008

POLICY:

All money collected in the School will be handled through the appropriate office and will be deposited to the appropriate accounts. All transactions will be conducted according to established University fiscal policy.

PROCEDURE:

Money that is collected in the School is the responsibility of the office for which funds are received, e.g., Director's Office, Continuing Education. Receipts of all deposit transactions will be kept in an orderly fashion for periodic internal audit. The Director will ensure that the handling of all funds will be conducted according to University policy.