

Subject: Collection of Money

Policy Number: A2.20

Date: 8/23/96

Reviewed: 4/15/16

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 and Continuing Education. Receipts of all deposit transactions will be kept in an orderly fashion for periodic internal audit inspection. The Director will insure that the handling of all funds will be conducted according to University policy.