

## **CLUB RECEIPTS PROCEDURE**

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*Related Board of Trustees Policy: BP 5.1*

*Approval: May 2012*

*Revision:*

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Student Clubs should bring all receipts with a completed “Club Deposit Form” to the Student Accounts Office in a timely manner so that the money can be deposited within 24 hours of receipt. . Club officers or advisors should verify the cash against the deposit form for accuracy before bringing it to the Student Accounts Office. Clubs should note that if they choose to accept checks, it will be their responsibility to try to collect on any checks that are returned. The college will deduct the amount of any returned checks from the club account.