

DEPARTMENTAL RECEIPTS PROCEDURE

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

Library Collections

Collections in the library for overdue books, copy machine use, lost books, etc. should be turned in to the Student Accounts Office whenever the receipts total more than five dollars (\$5), but not less than once weekly, using the "Report of Collections of Library Fees" form. Normally this deposit should be on Friday to avoid leaving cash in the library over the weekend.

Library staff should prepare their deposit using the "Report of Collections of Library Fees" form. Prior to turning the receipts over to the cashier, each column should be totaled, added across, and the receipts counted. Any overages or shortages should be noted on the form.

Patron Fees

Cosmetology, Esthetics, and Barber services are subject to the Daily Deposit Act and, therefore, are required to bring receipts to the Student Accounts Office in a timely manner so that they can be deposited within 24 hours of receipt. Faculty overseeing the collection of funds should have the deposit delivered to the Student Accounts Office after they have reconciled the patron receipts and change fund. Use of the pre-numbered patron receipt forms is required

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