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**Policy**

**6-8010      Depositories**

All cash receipts shall be promptly transmitted to the appropriate depository.

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**Adopted:** June 28, 2004

## Administrative Procedure

### 6-8010      Depositories

The purpose of this procedure is to strengthen cash controls by logging daily cash receipts in preparation for deposit. Payment types include cash and checks for accounts receivable, unused portion of cash advances and prepaid expenses, fees collected, donations, bid plan deposits, etc.

#### I.      Procedures

- A. Cash collections should be turned in to the Campus Business Office or District Controller's Office as soon as possible but no longer than two (2) business days after receipt.
- B. The Campus Business Offices and District Controller's Office will make daily deposits to the appropriate depository.
- C. Instructors should not collect fees from students. Student fees should be paid over the phone, the web, or directly at the Campus Business Offices.

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**Procedure Last Revised:** April 11, 2007