



COLLEGE of
CENTRAL
FLORIDA

COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Fund Collection at Locations Other than Central Cashier	
Page 1 of 1	Implementing Procedure For Policy # 5.02
Date Approved: 10/24/00 12/10/14	Division: Administration and Finance

Purpose: To control the depositing of funds collected at locations other than the Central Cashier’s Office. Such collections may occur at various locations including, but not limited to, , Swimming Pool, Athletic Department, Childcare, Public Safety, Hampton Center, Post Office, Cafeteria, Theater Box Office, etc.

Procedure: All funds collected at various locations other than the Central Cashier’s Office shall be controlled by cash receipts available from the Financial Operations Department.

A College-controlled receipt must be issued for any collection.

Funds collected at "other locations" must be secured in an area or location approved by the Financial Operations Department. All funds collected shall be remitted to the Central Cashier’s Office on a timely basis.

AT A MINIMUM, FUNDS SHALL BE REMITTED TO THE CENTRAL CASHIER’S OFFICE AS FOLLOWS:

1. Funds of less than \$200 should be submitted on a weekly basis, no later than the last working day of the week.
2. **FUNDS ON HAND EXCEEDING TWO HUNDRED DOLLARS (\$200)** should be deposited as soon as possible, but no later than the morning of the next business day.

Responsibility: The Financial Operations Department shall insure that all individuals in charge of "outside collections" and their appropriate supervisors are aware of this procedure.

Approved by Vice President, Administration and Finance

Date

Approved by President

Date