



Policy: 6-01.1

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Administrative Services

Effective Date: 11/18/1992

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Receipt and Deposit of Funds

Procedure Effective Date: 08/18/2008

Procedure:

- A. All collections and deposits of the College shall be the responsibility of the vice president for administrative services or a designee.
- B. Negotiable checks, approved credit cards, money orders, and wire transfers, may be accepted payment of fees and or bookstore purchases.
- C. A record shall be maintained of all funds received by the College. Such record of receipt shall identify the payer and the purpose for which the funds were received. All funds received shall be deposited intact in a bank daily or as soon as practicable.
- D. The District Board of Trustees authorizes the College to use the most efficient method of transmittal and investment of funds on a timely basis.

Procedure Related Items

There are no related items for this Procedure