

### **CP 3.4.1**

## **Handling of Cash Receipts**

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***Related Board of Trustee Policy: BP 3.4***

***Responsible Official***    *VP of Finance and Administration*  
***Approvals***                *02/06/01*  
***Revision***

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### **Procedure**

1. Day receipts:
  - A. Personally hand over the cash and transmittal data to the cashier.
  - B. Wait for the cashier to verify the amount to be receipted.
2. Evening receipts:
  - A. Personally turn the cash into the Business Office staff, administrator on duty, or other administrator.
  - B. The Business Office staff, administrator on duty, or custodian will be responsible for placing the cash in the vault.
  - C. The cashier will verify and receipt the cash the following morning
3. Acceptance of checks:
  - A. The following information is required before acceptance of a check should be made.
  - B. Telephone number
  - C. Correct street address
  - D. License number and date of birth
  - E. The person accepting the check should sign his/her initials in the upper left corner of the check.