

SECTION 4

Accounts Receivable

I. Deposits

A Procedures

1. A receipt must be issued to any person remitting cash to the District or if requested.
2. The employee receiving the funds must verify the amount, and complete a Cash Deposit Talley Sheet(attached).
3. The Cash Deposit Talley Sheet, documentation, and funds are to be given to the Campus Secretary or AD. for a second verification for the deposit form.
4. After the Campus Secretary or AD. has confirmed that all amounts are correct and all proper documentation is attached, both individuals sign the deposit slip.
5. The Campus Secretary or AD. then must forward the deposit in a locked deposit bag to the Business Office in a timely manner.
6. Upon receipt of the deposit bag, the Business Office will again ensure with individual responsible for the deposit that the amounts and documentation are correct.
7. The Business Office will complete the process of the deposit to include sales tax report and take the funds to the bank.
8. Deposits must be made in a timely manner.