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| Title | : Receipt Control | |
| Number | : | 3500.06 |
| Approved | : | 10/10/24 |
| Last Reviewed | : | 10/10/24 |
| Reference | : | |

All collections of money shall be the responsibility of the Vice President of Administration/Chief Business Officer. Authority for actual handling of money shall be the Director of Fiscal Control/Controller.

All cash or checks received shall be entered into the records as received using serially numbered receipts (or a mechanical equivalent), a copy of which shall be made a part of the official records of the College.

