



POLICY

Category

Approval

Series 400: Fiscal Management

Effective	Administration	Board
2/22/10	12/4/09	2/22/10
Revised	For Review	
6/27/16	2028	

CASH IN SCHOOL BUILDINGS

MTC 447

Money collected by College employees and by student treasurers will be handled with good and prudent business procedures.

All monies collected will be receipted and accounted for and deposited properly.

The amount of money retained overnight in campus buildings will be limited to that needed for day to day operation. All depositories used by the College will provide for making bank deposits after regular banking hours in order to avoid leaving large sums of money in the building overnight.

Food service receipts, other than monies needed for daily operations, will be deposited regularly.