

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: B 2.0
Procedure Title: Cash and Check Handling
Relevant Board Policy:
Originating Unit: Campus Budget Office
Maintenance Unit: Vice President of College Services

I. Purpose: To outline a procedure for the handling of cash and checks received in payment of goods and services provided by the college.

II. Procedures Statement:

When the College receives cash and checks for goods and services provided, these funds must be processed and delivered to the Bursar's Office by the following business day.

- A. District Accounts Receivable receives and deposits funds for Palo Alto College. If the funds are received at PAC and the event has not been entered into the accounts receivable system by District, a deposit slip (see attachment below) should be filled out with the proper FOAP (revenue account) and delivered to the PAC Bursar's Office. In addition, if the event will be a recurring event, then District Accounts Receivable should be notified, and the billing information and a copy of the contract should be forwarded to that office.
- B. If the event has been entered into the accounts receivable system by District, but the check was received at PAC, then a deposit slip should be completed with the proper FOAP (receivable account). The check and deposit slip should then be delivered to the PAC Bursar's Office.
- C. In the event that the above procedure cannot be followed because of circumstances beyond PAC's control, the deposit should be made on the following business day.
- D. Monies routed to Alamo Colleges Foundation will follow the Foundation's guidelines and procedures.

Attachment:
Bursar's Office Deposit Form

Issued: December 14, 2010

Approved: (signed: Ana M. Guzman)
President