

BP 3.4 Handling of Cash Receipts

Legal Authority *NCGS 115D-20*

Approvals *02/06/01*
Revision

Policy

All money coming into the College must be turned into the Business Office within 24 hours after receipt. The responsibility of the person turning in cash continues until after the cashier has verified the amount to be receipted except in cases where money is collected in the evening when the cashier is not present.