SAFE KEEPING AND DEPOSIT OF COLLEGE FUNDS

POLICY

1. Bank deposits will be prepared at least once weekly for pick-up by certified courier or the campus security and safety manager. All money not deposited will be kept in the business office safe overnight. Under no circumstances shall any cash, coins, checks or other securities in the business office be left unsecured overnight.

2. As a reconciliation resource, deposit log books will be maintained for all deposits released to the courier or campus security and safety manager.