

Procedure 6.2.5.1 Business Services: Student Club Deposits and Expenses

**TRI-COUNTY
COMMUNITY COLLEGE**

**BUSINESS SERVICES
STUDENT CLUB DEPOSITS
AND EXPENSES**

**PROCEDURE
6.2.5.1**

- A. Club Advisors or designee are responsible for collecting funds and bringing to the Business Office to deposit in accordance with Policy 6.2.5 – Daily Deposits. All monies collected must be deposited by the end of the business day in which it was collected.
- B. The College will not accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).
- C. The Club Deposit Form shall be used with all deposits and given to the Cashier. The Cashier will verify the deposit and print a receipt.
- D. Club Advisors or designees must verify that cash is available prior to spending.
- E. When making purchases, the Supplies & Materials Requisition Form must be completed and approved with the Advisors signature. The completed Supplies & Materials Requisition Form for expenses shall be submitted to Accounts Payable who makes an additional verification of funds. The requisition shall then be submitted to Purchasing for a Purchase Order.
- F. Once items have been received, the appropriate documentation (receiving and/or invoice) shall be forwarded to Accounts Payable for payment.

Adopted: 5/24/18 BOT