

# **College of Agriculture, Human and Natural Sciences Policy and Procedure Manual**

**Section:** Finance

**Subsection:** Collection of Funds

**Date:** May 26, 2016

**Superceeds:**

**Responsible Party:**

**Source Document:**

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## **I. Purpose**

This section provides policy and procedure for the collection of funds for events associated with the College or an entity affiliated with the College.

## **II. Definitions**

Authorized Collector: person who has been given authorization to collect funds on behalf of the university.

Events: College-related instances, other than student fees, that have a fee attached. Such as, but not limited to workshops, services, seminars and registrations.

Event Coordinator: person responsible for the implementation of the event. For the purposes of fund collection and reconciliation, this cannot be the Authorized Collector.

## **III. Policy**

- A. Only Authorized Collectors are permitted to accept funds on behalf of the college or entities affiliated with the college.
- B. Authorization to collect funds is obtained from the university Bursar's Office upon recommendation from the Dean's Office.
- C. College personnel are not permitted to accept credit card payments. Credit card payments are processed through the Bursar's Office.
- D. Students are not permitted to accept funds under any circumstances.
- E. Receipts are to be recorded and issued for all funds.
- E. Funds collected are to be submitted to the Dean's Office within one business day of receipt.
- F. All collected funds are to be submitted. No funds are to be diverted or used for any other purpose.
- G. The Dean's Office will deposit funds to the Bursar's Office. The original receipt from the Bursar's Office and a signed Memorandum of Payment is kept on file in the Dean's Office.

## **IV. Procedures**

### **A. Authorization**

- 1. Persons who need authorization to collect funds are to obtain a Department Collection Authorization Form from the Dean's Office and return the completed form to the Dean's Office.

2. Upon approval from the Dean's Office, the Bursar's Office will provide training to the individual for the collection of funds.

#### B. Collection

1. Following training, the collector will be issued a receipt book and cash box.
2. Receipts are to be recorded and issued for each instance of fund collection.
3. Collected funds are to be reconciled by the collector and the Event Coordinator. The funds, with an account number for deposit, are to be submitted to the Dean's Office for deposit within one business day of collection.
4. Credit card payments can only be accepted by the Cashier's Office. The ability to accept credit card payments for an event must be pre-arranged in advance with the Cashier's Office.

#### V. Further Information

Dean's Office. Bursar's Office.

#### VI. References

Bursar's Policy 5.06.05.3, University Departmental Collection Authorizations; 5.06.05.7 Cash Receipting.