

	ADMINISTRATIVE PROCEDURE MANUAL		
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	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
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Purpose

The purpose of this procedure is to describe the process for the recording of cash collections which includes procedures for handling cash, credit or debit cards, checks or e-checks.

Procedure

- A. A receipt must be generated for every transaction involving the collection of cash, checks, credit card payments, e-checks, ACH and wire payments. All Student Financial Services Office cashiers should prepare deposits and reconcile all transactions daily. If a discrepancy is discovered, the following people must be notified the same day:
 1. Associate Bursar;
 2. Bursar; and
 3. Treasury Accountant.
- B. After notification, the Bursar will initiate instructions and determine if any additional investigation or documentation is necessary.
- C. According to the Auditor General of the State of Florida, all monies collected in a particular day should be deposited in the established depository for the campus the same day, but no later than forty-eight (48) hours after collection.
 1. All departments must deliver monies directly to the cashier or deposit in the night depository within forty-eight (48) hours after collection. If the cashier is unable to determine immediately the correct general ledger account, monies should be deposited into the Clearing Account within forty-eight (48) hours of receipt. A copy of the receipt should be forwarded to the Bursar, or designee, who will research and prepare a journal entry transferring the amount into the correct account.
 2. Student Financial Service staff must prepare the "Daily Cash Receipt Transmittal" and forward the daily cash receipt package along with the validated bank deposit slip to the Administrative Office (AO) Cashier. The AO Cashier will review for completeness.
- D. Procedures for accepting credit or debit cards will adhere to the College's Payment Card Industry (PCI) compliance certification. Due to constantly changing PCI compliance regulations, the Bursar should be contacted for current information when setting up the acceptance of credit or debit cards.



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REFERENCES: F.S. 136.01, 280.02, 1001.64, 1001.65, 1010.01, 1010.02, SBE Rule 6A-14.072, 6A-14.075

Adopted Date: May 21, 1991

Revised Date: November 12, 2002, June 16, 2015, February 6, 2017, February 28, 2024