

Policy 503

1 Introduction

1.1 The University Cashier's Office is responsible for the receipting and depositing of all University related funds. The objective of the Cashier's Office is to insure that monies due to or belonging to the State are received and accounted for in a manner which assures a complete and adequate record of each transaction and assures monetary control over the receiving function. The operation of this office is designed to aid the University in handling receipts as required by statute and to supply necessary information to the State Treasurer and the State Disbursing Officer.

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Receipts Processed through Cashier's Office

4.1.1 The following is a partial list of the different types of receipts processed through the Cashier's Office:

1. Student Registration Tuition and Fees
2. Collections on Student Accounts Receivable
3. Departmental Receipts
4. Scholarship Receipts
5. Special Fees
6. Fines
7. Special Billings
8. Receipts from Interdepartmental Billings

4.1.2 As part of the Controller's Office, the Cashier reports to the Director of Student Accounts, who in turn reports to the Controller.

4.2 Location/Hours

4.2.1 The Cashier's Office is located on the second floor of the John Thomas Academic Support Building, and the Cashier's window is open between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

4.3 Assistance

4.3.1 Any questions which are not answered by this section of the Policy Manual may be referred to the University Cashier at 262-2113.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates