

ACCOUNTING

CD
(REGULATION)

DEPOSITING OF
FUNDS

All funds shall be deposited promptly on the day they are collected. Funds collected off-campus or after hours must be deposited the first working day after collection.

All funds received by any division are to be promptly transmitted to the cashier or, if after hours, placed in a locked bank bag (obtainable from Financial Services) and dropped in the night depository located in the Administration Building.