

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: COLLECTION, DISBURSEMENT AND SECURITY OF FEES	Original Issue Date: April 15, 2003	Policy #: 150
	Supersedes: January 11, 2007	Effective Date: September 9, 2010
Committees Consulted: College Operations	Reviewed & Approved by: College Administration College Planning	Approved by: (Signature on File) Provost, College of Nursing & Allied Health

PURPOSE:

To ensure all cash collected and disbursed by the College is recorded, reconciled, and secured in a standardized manner.

Definition:

Cash is defined as currency, coins, checks and other negotiable instruments.

POLICY:

Cash collection and deposit process adheres to the Los Angeles County Fiscal Manual: Internal Control Certification program.

College divisions that handle cash have policies and procedures that describe the processes for collection, disbursement, record keeping, reconciliation, and security.

All cash is secured in a locked environment accessible only to designated personnel.

PROCEDURE:

See divisional Policies and Procedures.

PROCEDURE DOCUMENTATION:

See divisional Policies and Procedures.

REFERENCES:

- Office of Educational Services Policy #150: Cash Control: Collection and Deposit
- Office of Educational Services Policy #154: Cash Control: Disbursement of School of Nursing Associated Student Body Funds
- Educational Resource Center Policy #150: Collection, Disbursement and Security of Fees
- Office of Financial Aid Policy #160: Cash Control: Disbursement of Student Financial Aid Loans
- Los Angeles County Fiscal Manual: Internal Control Certification Program Instructions
- School of Nursing Student Handbook

REVISION DATES:

- April 15, 2003
- January 11, 2007
- September 9, 2010