

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

INCOMING MAIL/CASH PROCEDURE

Effective: June 20, 2006

Policy No. 3357:13-17-102

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All Business Office Mail is delivered to the Human Resources Assistant each morning. The Human Resources Assistant sorts the mail by each area and makes a log of all cash, checks, and charges. The items on the log are delivered to the Controller's Office and the Student Accounts Specialist logs all the cash, checks, and charges on a "Receipts Log." The Receipt Log is then approved by the Accounting Manager to verify account number accuracy. The Receipt Log is then given to the Cashier who enters the receipts into the computer system.

6/20/06

CFO (Business Office)