



# College of The Albemarle Policy

**Policy Number: 6.2.5**

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**Title: Daily Deposits**

**Related Policy and Procedures: 6.2.5.1 Student Club Deposits and Expenses**

**Division of Responsibility: Business and Administrative Services**

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All money regardless of source or purpose collected or received by a College officer, employee and/or agent shall be provided to the College's cashier and deposited intact daily. Deposits shall be given to the cashier in the College's business office prior to the end of the business day. The cashier will provide to the officer, employee and/or agent a receipt for the money. All individuals shall physically deliver the money to be deposited to the Business Office and provide directly to the cashier or a business office staff member. Individuals are prohibited from sending money to the cashier through interoffice mail or leaving the money on the cashier's desk.

Tuition and all revenues declared by law to be State monies or otherwise shall be deposited pursuant to the rules of the State Treasurer.

Legal Reference: N.G.C.S. §§ 115D-58.9; 147-77

June 13, 2023

May 20, 2026

N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**