



## College of The Albemarle Procedure

Procedure Number: 6.2.10.2

Page 1 of 1

---

**Title: Employee Check Cashing**

**Related Policy: 6.2.10 Methods of Payment**

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

---

The College will in limited cases cash personal checks from employees that are \$25 or less. Checks associated with the purchase of goods or supplies are allowed and they must be for the exact amount of such items.

June 13, 2023

June 13, 2023

N/A

---

**Date Approved by President's Leadership Team**

---

**Date of Last Review**

---

**Date of Last Revision**