



## College of The Albemarle Procedure

Procedure Number: 6.2.5.1

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**Title: Student Clubs Deposits and Expenses**

**Related Policy: 6.2.5 Daily Deposits**

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

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- A. Club Advisors or designee are responsible for collecting funds and bringing to the Business Office to deposit in accordance with Policy 6.2.5 – Daily Deposits. All monies collected must be deposited by the end of the business day in which it was collected.
- B. The College will not accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).
- C. The Club Deposit Form shall be used with all deposits and given to the Cashier. The Cashier will verify the deposit and print a receipt.
- D. Club Advisors or designees must verify that cash is available prior to spending.
- E. When making purchases, the Requisition Form must be completed and approved with the Advisors signature. The completed Requisition Form for expenses shall be submitted to Accounts Payable.
- F. Once items have been received, the Club Check Request Form with appropriate documentation (receiving and/or invoice) and approvals shall be forwarded to Accounts Payable for payment.

June 13, 2023

April 13, 2026

April 13, 2026

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

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**Date of Last Review**

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**Date of Last Revision**