



## 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. The requisition shall then be submitted to Purchasing for a Purchase Order.
- 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

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N/A

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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**