Policy Source: Combination of TSCG and Gwinnett Tech	Owner: Director, Student Accounts (Bursar Office)	Effective: 1996
Division: Administrative Services	Reviewed: 1/2002, 2/2010, 1/2016, 5/2019 Revised: 5/2019	

3.1.13p GT TCSG Collection of Money - Policy

No money shall be collected from students or others without the approval of the applicable vice president or approved designee. Those programs and departments that will need to collect money as a result of the instructional program ("live work" or other) will do so under the following guidelines:

Collection of Money - Procedure

1. Purpose for which the money is requested and received has been fully explained and approved.

2. The instructor **will receipt** all collected monies for the respective department in the receipt book or point of sale system in coordination with the Bursar Office.

3. All money shall be turned in to the Bursar Office at the end of each day, no later than 6pm along with receipts and a report of Monies collected. Written justification must be provided in advance for live work events which extend past the 6pm submission deadline.

4. The Bursar Office will verify the money and record the revenue to the respective live work program. The monies collected report becomes the audit record of the instructor's receipt book. This money will be deposited in the bank in the next deposit.

5. The Bursar Office will keep the proper disbursement records of all monies collected by the individual programs.

Auditing of Receipt Books - Policy

Financial records must be current and accurate in accordance with procedures set forth by the Technical College System of
Georgia (TCSG) policies (https://tcsg.edu/tcsgpolicy/files/3.1.8.pdf).

Auditing of Receipt Books - Procedure

The Bursar Office may issue an official receipt book or coordinate a point of sale system to anyone receiving monies directly as part of any authorized program. Persons issuing receipts from receipt books **must complete** the entire receipt, receive only the money collected, and issue appropriate copy of receipt to person paying money. At the end of each day, all monies collected, along with the Bursar Office receipt copies, should be turned in to the Bursar Office. The total dollar amount of the receipts should equal the cash submitted.

Issued receipt books are also subject to be audited by the state auditor and, therefore, should be kept in a safe, secure location.