



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Financial Services Section *Policy 6.2.5 - Daily Deposits*

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I. DEFINITIONS

Cashier - The Cashier whose duty station is the Business Office on the Lee Main Campus.

Cash Handler - The Cashier or any person designated by the Chief Financial Officer to receive cash other than the Cashier at certain locations.

II. CASH HANDLING

All money regardless of source or purpose collected or received by a College officer, employee, or agent shall be provided to the Cashier or the nearest Cash Handler intact daily prior to the end of the business day. The Cashier or Cash Handler will provide to the officer, employee, or agent a receipt for the money. The Cashier or Cash Handler shall deposit all moneys received in the appropriate approved College bank account the following business day or as soon as reasonably practicable.

College officers, employees, and agents are prohibited from sending money to the Cashier or nearest Cash Handler through interoffice mail or leaving the money on the Cashier's or the nearest Cash Handler'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.

REFERENCES

Statutory References	N.C.G.S. §§ 115D-58.9, 147-77
Regulatory References	None

Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

November 12, 2025	Adopted.
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