

CAMERON UNIVERSITY

Cashiering Policy

Policy Statement

The Cashier's Office has the responsibility for the collection of student tuition and fees, disbursement of financial aid, and depositing of all revenue received by the University.

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Who Should Know This Policy

- | | |
|---------------------|--------------------------------------|
| √ President | √ Faculty |
| √ Vice Presidents | √ Other Accounting/Finance Personnel |
| √ Deans | √ Students |
| √ Department Chairs | Other Groups |
| √ Directors | √ All Employees |
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Responsibilities

Responsible for Policy

University Officer Responsible
Ninette Carter

Vice President for Business and Finance

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided:

1.0 General Guidelines

- 1.1 All tuition and fees and University housing charges are billed and collected through an automated accounts receivable system. Monthly bills are mailed to students who have University accounts with balances. Students are encouraged to pay their charges when incurred.
- 1.2 Disbursement of financial aid will begin one week prior to the beginning of classes each semester. Tuition, fees and other charges will be collected from the financial aid.
- 1.3 Student payroll warrants may be picked up from the cashiers. Account charges will be collected from these warrants.
- 1.4 Miscellaneous billings are prepared each semester for some student charges. These billings are prepared no less than once per semester.
- 1.5 University departments should take deposits to the cashiers. Two copies of the deposit form should be signed and remitted with the deposit. One copy will be signed by the cashier and returned to the depositing department.
- 1.6 University employees may cash personal checks (maximum \$100). Only one check per day will be authorized.

Contacts

Policy Questions: Ninette Carter, Vice President for Business and Finance (580) 581-2226

Forms

In support of this policy, the following forms are included:
Deposit Form (D6)

Policy History

Policy

Issue Date: February 11, 2005
Reviewed, no revision: February 2016
Revised: