

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3109

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PROCEDURE TITLE: Cash Receipts

STATUTORY REFERENCE: FLORIDA STATUTE 1010.02
STATE BOARD OF EDUCATION RULE 6A-14.075

BASED ON POLICY: III-34 Receipt and Deposit of Funds

EFFECTIVE DATE: March 25, 1981

LAST REVISION DATE: October 11, 2005

LAST REVIEW DATE: October 11, 2005

I. PURPOSE

To provide guidelines for the collection and receipt of College funds.

II. PROCEDURE

A. General

1. Collection of fees, charges, obligations and other funds will be made at the campus Bursar's Office, except as noted in procedure number 3110, Cash Collections Other Than At Bursar's Office.
2. Collection of cash is prohibited except at the Bursar's Office, except as note in procedure number 3110, Cash Collections Other Than At Bursar's Office.

B. Bursar's Office Collections

1. Registration fee Collections
 - a. A current schedule of Classes and Fee Statement will be presented by the student when payment for credit or non-credit registration fees is made. Once fees are collected, a system generated receipt will be issued to the student.
 - b. In the absence of a current class schedule, a student may pay his or her fees at the Bursar's Office by check or credit card and given a system generated receipt. Student may obtain a paid class schedule at the Registrar's Office.

- c. If a duplicate receipt is required, one may be obtained at any Bursar's Office any time after payment is made.

2. Other Collections

- a. All collections submitted to the Bursar's Office which are not for registration fees, student or employee obligations, require an accompanying Cash Remittance Report. The Bursar's Office will issue an official system generated receipt for all collections made other than for registration fees.

3. Funds Received Through the Mail

- a. Students must write their MDC student number on their checks. Checks received which do not have a valid student number and which do not have an accompanying Student Class Schedule and Fee Statement, may be returned unprocessed.
- b. When possible, a class schedule should be included with each payment. The full amount of fees owed must be paid. Overpayments will be processed and refunds will be made once the check involved clears the bank.
- c. Payments which are mailed will be processed by the Bursar's Office receiving the payment regardless of at which campus the student may be registered. A system generated receipt will be mailed back to the student after the payment is processed.
- d. Each check received through the mail will be logged on the "Mail Received" Log form. Person opening and logging in the mail will not be processing the payments on the system.

- C. Grants, Contracts, and Appropriation Collections

All payments for appropriations, contracts and grants must be directed to the Controller as follows:


1. Via EFT
2. Via Mail by check to: Controller, Miami Dade College, 11011 SW 104 St. Room 9254, Miami, FL 33176-3393.

- D. Reconciliation of all funds collected

1. At the end of each cashier's shift their entire deposit will be reconciled to ensure that all funds received, regardless of transaction type balances to the transactions appearing in the College's computer system and the general ledger.
2. Copies of appropriate documentation will be attached to the cashier's reconciliation

report and stored in the Campus Bursar's Office.

3. On the next business day all cash, checks, money orders, will be picked up by an armored truck service and delivered to the College's banking institution for deposit.

	10/11/05
PRESIDENT	DATE