

## Cash Receipts

### Policy/Procedure

All cash, checks and credit card receipts must be forwarded to the Cashier's Office on a daily basis, along with a completed [Funds Received/Deposit Form](#). The Cashier's Office receives departmental deposits Monday through Friday, from 10:00 a.m. to 2:00 p.m.

Gifts and grants to Dickinson College (the "College") are processed and acknowledged by College Advancement before they are forwarded to the Cashier's Office. Gifts or grants received by any other department should be immediately forwarded to the Gift Recorder in College Advancement, along with the envelope and any related correspondence.

All check payments to the College must be made payable to "Dickinson College" and are restrictively endorsed upon receipt in the Cashier's Office. Payments to the College may not be made payable to an individual. All payments to the College must be deposited in a College account. Under no circumstances are disbursements to be made from cash receipts (i.e. for purchases, refunds or to cash personal checks).

### Related Information

Donations, Sponsorships, and Gifts-in-Kind Policy (College-Wide)  
Anti-Money Laundering Policy  
Auxiliary Enterprises  
Sponsored Projects and Grants Administration  
Tuition Payment Methods

### History/Revision Information

**Responsible Office/Division:** Financial Operations

**Effective Date:**

**Last Amended Date:** October 2012

**Next Review Date:** June 2015

**Also Found In:**