
WGTC 3.2

Cashiering

The Business Office is responsible for collecting, depositing, and record-keeping of all funds. All employees who handle funds are bonded. Any monies collected and not deposited the same day must be kept in a locked, secure place.

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| Policy Source: West Georgia Technical College | Policy Manager: Vice President, Administrative Services | Effective: 3/2009 |
| Division: Administrative Services | Reviewed: 9/2021 Revised: 9/2021 | |