

## **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.

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