

## Cash Deposits and Receipts

Any department depositing monies at a Cashier's Office should submit a completed Collin College Receipt-Deposit Form, or an acceptable departmental deposit form, with the funds. Once funds are received, verified, and posted by a cashier, the cashier will provide a TouchNet cashiering receipt for the deposited monies. In addition, any individual making a payment against a receivable at a Cashier location will also be provided with a TouchNet receipt, within the guidelines of FERPA confidentiality.

Examples/sources of deposited monies and payments against receivables are:

- Student organizations
- Reimbursement to the District for personal cell phone use by employees
- Fitness center fees
- Theater Department ticket sales
- Athletic Department ticket sales
- Tuition and fees
- Financial Aid scholarship funds
- Library copies, fines, and rentals
- Child care tuition
- Refunds for canceled seminars
- Invoice payments
- Return check and collection fees
- Career assessment/testing fees
- Emergency tuition loan payments
- Testing fees
- Culinary Arts
- Replacement fees for ID cards
- Any other monies collected on behalf of the District or its functions

Double check the amount and account number(s) on the Receipt-Deposit Form for proper recording. The person making the deposit will receive a TouchNet cashiering receipt for office records. District organizations should deposit monies collected on a DAILY basis with the Cashier's Office.