

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

COLLEGE DEPOSITS

The following procedure has been established for the protection of College monies:

1. When department deposits are ready, contact the Campus Police. Officers will only accept locked money bags or sealed deposit envelopes. Bags with locks and keys are available through the Cashier's Office upon request.
2. Campus Police officers will deliver the department's deposit to the Cashier's Office and log the bags and/or envelopes on the Daily Deposit Log.
3. A deposit report should be completed and included with the deposit. The cashier will retain the deposit report, verify the contents, process the deposit and return a cash receipt with the deposit bag. If a discrepancy is found, the cashier will immediately notify the person who made the deposit. If discrepancies are continuous, the Cashier's Office will notify the supervisor of that department.
4. All cash is to be recorded on the department's report that is included with the deposit. Bills are to be separated by denominations and coins to be placed in a pouch, coin envelope or in coin wrappers, whenever possible. Checks should have a calculator tape with them.
5. **AFTER HOURS:** Any College monies, which cannot be deposited with the Cashier's Office for any reason, will be picked up by the Campus Police and placed in their safe until the Cashier's Office is open.

Revised—Administrative Committee
June 30, 1981
Revised—Cabinet
October 3, 1988
Retyped—Title Change
December 12, 1995
Reviewed—Cabinet
May 30, 1996
Revised—Cabinet
February 5, 2002
Retyped—Department/Title Changes-
September 14, 2007
Revised—Cabinet
July 15, 2014
Revised—VP and CFO
August 1, 2019