Cash Receipts

Policy Statement

The University applies consistent standards and procedures to enable appropriate stewardship of its assets, cost-effective business practices, and accurate financial reporting. This policy establishes specific procedures for determining when and how the university will advance its financial resources and collect, or otherwise clear, these advances.

Reason for Policy

Adelphi University, as a public institution and steward of public funds, is responsible for ensuring that all cash receipts for University activities are deposited into the appropriate official University bank account in a timely manner.

Who is Governed by this Policy

Faculty and Staff

Policy


Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Procedures
This policy does not have procedures associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Forms

Cash/Checks Received Log

Related Information

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Policy Owner

Name: Robert DeCarlo, CFO
Office: Finance Office
Phone Number: (516) 877-3184

Contacts

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Document History

- Last Reviewed Date: September 12, 2017
- Last Revised Date: September 12, 2017
- Policy Origination Date: Not known

Who Approved This Policy

- Michael McLeod
- Robert DeCarlo
Tags

Financial Affairs, Faculty, Staff