Business Process Procedures

1.45 DEPARTMENT RECEIPTS

Overview

Business Offices will produce Department Receipts for funds for which they do not need to record the payer. For example, money collected in the library’s microfiche machine is considered a Department Receipt – the Business Offices must record the receipt of the money, but it is not necessary to record the name of the person who paid the money.

Key Points

Generally, Department Receipts will be produced for money processed through the Business Offices’ stand-alone cash register that are most appropriately recorded in the Student Information System. Those monies include, but are not limited to:

- Vending monies (microfiche, photocopy, san-nap, etc.)
- Student activities (tickets, drawings, events, etc.)
- Department activities (Mobile Health Van receipts, etc.)

Facility rental monies are not considered Department Receipts, as they are not related to students or the student information system.

Detailed Directions

Note

At go-live, the Business Offices will continue to process all funds that would fall into the category of “Department Receipts” through the stand-alone cash registers, or the campus equivalent.

After these monies are processed through the campus stand-alone cash registers, the Business Offices will continue to account for, and deposit the funds using the same procedures as used in the legacy system.

After go-live, the Business Offices will be provided further instruction as to how to record these monies within the VCCS SIS.