



**POLICY 05:10:01  
RECEIPTING MONIES COLLECTED  
OUTSIDE OF A CASHIER AREA**

All parties submitting monies to Pellissippi State must receive a receipt. Monies collected outside of a cashier area will be receipted with an official Pellissippi State receipt. Receipt books are available at the cashier office at all locations and include written procedures which must be followed. Receipt books are audited regularly and must be turned in when requested

Only full-time or part-time employees of Pellissippi State may receipt funds. Students working through the College Work Study or Academic Work Scholarship programs may not receipt funds as they are not covered by the State Board of Claims. Student club advisors must request receipt books for their clubs and may allow students to receipt club funds.

All monies must be deposited either with a cashier at one of the site campuses within one working day of receipt of funds or must be deposited with the cashier at the Pellissippi Campus within two days of receipt of funds. Any exceptions must be approved by the President.

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Reviewed/Recommended: President's Council, February 12, 1996

Approved: President Allen G. Edwards, March 22, 1996

Approved: President Allen G. Edwards, October 10, 2001

Reviewed/no changes, August 21, 2006

Approved: President Allen G. Edwards, August 21, 2006

Approved: President L. Anthony Wise, Jr. October 31, 2011

Reviewed/Recommended: President's Council, March 28, 2016

Approved: President L. Anthony Wise, Jr., March 28, 2016