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.

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