



## CASH HANDLING POLICY 111

### APPENDIX A

#### Responsible Departments

The following departments are responsible for cash handling as indicated:

|                                   | Currency<br>CAN | Currency<br>US | Debit<br>Cards | Credit<br>Cards | Gift<br>Cards | Bank<br>Wires | Cheques | Bank<br>Drafts | Money<br>Orders |
|-----------------------------------|-----------------|----------------|----------------|-----------------|---------------|---------------|---------|----------------|-----------------|
| Assessments                       |                 |                | ✓              | ✓               |               |               |         |                |                 |
| Auto Tech*                        | ✓               |                | ✓              | ✓               |               |               |         |                |                 |
| Bookstore*                        | ✓               |                | ✓              | ✓               | ✓             |               |         |                |                 |
| Continuing Studies                | ✓               |                | ✓              | ✓               | ✓             |               |         |                |                 |
| Dental Hygiene*                   | ✓               |                | ✓              | ✓               |               |               |         |                |                 |
| Financial Services                | ✓               | ✓              |                |                 |               | ✓             | ✓       | ✓              | ✓               |
| Ancillary*                        | ✓               | ✓              | ✓              | ✓               | ✓             |               |         |                |                 |
| Library*                          | ✓               |                | ✓              | ✓               | ✓             |               |         |                |                 |
| Salon & Spa*                      | ✓               |                | ✓              | ✓               | ✓             |               |         |                |                 |
| School of Instructor<br>Education |                 |                | ✓              | ✓               |               |               |         |                |                 |
| Student Accounts                  | ✓               |                | ✓              | ✓               | ✓             |               | ✓       | ✓              | ✓               |

\* Service Areas