



CASH HANDLING POLICY 111

APPENDIX A

Responsible Departments

The following departments are responsible for cash handling as indicated:

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

* Service Areas