

# CAMERON UNIVERSITY

## Cashiering Policy

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### Policy Statement

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The Cashier's Office has the responsibility for the collection of student tuition and fees, disbursement of financial aid, and depositing of all revenue received by the University.

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### Who Should Know This Policy

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President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	Students
Department Chairs	All Employees
Directors	

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### Responsibilities

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#### Responsible for Policy

University Officer Responsible

Vice President for Business and Finance

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## Procedure

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**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided:

### 1.0 General Guidelines

- 1.1 All tuition and fees and University housing charges are billed and collected through an automated accounts receivable system. Monthly bills are prepared for students who have University accounts with balances. An email is sent to notify the student that bill is available. Students are encouraged to pay their charges when incurred.
- 1.2 Disbursement of financial aid will begin one week following the drop period of each semester. Tuition, fees and other charges will be collected from the financial aid.
- 1.3 Miscellaneous billings are prepared each semester for some student charges. These billings are prepared no less than once per semester.
- 1.4 University departments should take deposits to the cashiers. Two copies of the deposit form or Banner feed document should be signed and remitted with the deposit. One copy will be signed by the cashier and returned to the depositing department.
- 1.5 University employees may cash personal checks (maximum \$100). Only one check per day will be authorized.

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## Contacts

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Policy Questions: Business Office (580) 581-2225

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## Forms

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In support of this policy, the following forms are included:  
Deposit Form (D6)

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## Policy History

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### Policy

Issue Date:	February 11, 2005
Reviewed, no revision:	September 2018
Revised:	August 21, 2019