

LCC CASH HANDLING PROCEDURES

1. No credit Card numbers are to be taken over the phone or in person. No credit card numbers are to be written down on a deposit slip.
Unless the item is available on Marketplace or Aceware, the ONLY place that a credit card may be taken for payment is at the Cashier's desk in the StarZone in Gannon. The Dental Hygiene clinic does have credit card reader and is able to take payments related to the Dental Clinic service.
2. All cash and checks received are to be recorded in a cash receipt log form is available on the Financial Services website at <http://www.lcc.edu/accounting/accounting/index.aspx>.
The cash receipt log is to be approved by a supervisor and submitted with the cash and checks and deposit form.
3. All cash and checks received are to be secured in a locked location.
4. All cash and checks received are to be deposited at the Cashier's desk within 5 business days of receipt. If cumulative Cash and check receipts exceed \$500, they are to be deposited the next business day.

Any questions regarding this procedure should be directed to FS-ACCOUNTING@star.lcc.edu