Georgia State University Policy

5.20.03 Departmental Deposits and Cash Receipting

Policy Summary

Duties of employees should be appropriately separated between the receiving of University receipts and the record keeping and preparation of deposits with the University Cashier. Any department or organization at Georgia State University receiving cash, checks, or certified funds is required to promptly deposit them with the University Cashier no later than 5 business days after receipt.

Full Policy Text

For information on this policy, please see: http://tools.finance.gsu.edu/

Administration of Policy

Mandating Authority:
Board of Regents Business Procedures Manual

Responsible Office(s):
Revenue and Receivables, 100 Sparks Hall, 3-3251

Policy History

Approving Body: Board of Regents

Additional Information

Additional Helpful Resources