

- A. Club Advisors or designee are responsible for collecting funds and bringing to the Business Office to deposit in accordance with Policy 6.2.5 – Daily Deposits. All monies collected must be deposited by the end of the business day in which it was collected.
- B. The College will not accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).
- C. The Club Deposit Form shall be used with all deposits and given to the Cashier. The Cashier will verify the deposit and print a receipt.
- D. Club Advisors or designees must verify that cash is available prior to spending.
- E. When making purchases, the General Requisition Form¹ must be completed and approved with the Advisors and Club President or Treasurers signature. An electronic requisition shall be entered in NC e-Procurement with the signed general requisition attached. The Purchasing Department shall verify the information entered in the electronic requisition including budget verification (student club deposits).
- F. If the vendor is not registered with NC E-Procurement, the P-Card may be used. You may contact the P-Card Administrator/Purchasing Agent to verify.
- G. Once items have been received, the appropriate documentation (receiving and/or invoice) shall be forwarded to Accounts Payable for payment.

Adopted: August 26, 2022

¹ Or other similar form already used by the College.