

# Deposit of Funds

All fees or monies collected in the name of Isothermal Community College by staff, instructors, or student organizations must be deposited in the Business Office within twenty-four hours, or if the collection of these fees or monies occurs after business hours on Friday, then deposits must be made in the Business Office by 11:00 a.m. on the next business day.

All monies received or expended by Isothermal Community College must be administered by the Business Office.

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**Policy Number:** 701-02-02AP

**Adopted:** May 22, 1991

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