



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Bursar's Office/Departmental Receipts</b>	
Department: <b>Financial Management (Bursar's Office)</b>	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>January 2005</b>
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## Departmental Receipts

Although it is preferable to send students directly to the Cashiering office, departments on campus are authorized to receive payment from students for non-registration services, including test service fees, transcript fees, credential fees, augmented health service fees, library fines, Campus Police fees, and application fees. The department receiving such payments must take the following steps:

1. Each check must be endorsed when it is received. Upon written request by the department, an endorsement stamp is issued by the Cashiers' Office and signed for by the assigned departmental representative along with a copy of this procedure.
2. All payments must be secured in a locked location and remitted to the Cashiers' Office. Collection may accumulate until it equals \$50. All collections in excess of \$50 must be remitted to the Cashiers' Office within five working days. All collections of any amount must be remitted to the Cashiers' Office within 15 working days. Collection must be locked in a desk, file cabinet or safe until remitted to the Cashiers' Office.
3. All payments must be batched by the department by running two calculator tapes of the batched payments. The two tape total must match and one tape total must be attached to the batched payments.
4. Two copies of a Batch Transmittal Form must be completed
5. The batched payments must be remitted by the department with the tapes and both transmittal forms to the Cashiers' Office during service hours. The cashier must sign one of the transmittal forms as proof of being received by the Cashiers' Office and return that copy to the department representative for their records.

If there is a difference between the cashier's tape total and the department's tape total, the first cashier must contact the department and request the batch be retrieved and corrected. The department representative must sign a Batch Transmittal Discrepancy Form as proof that the batch was picked up and give the transmittal form to the cashier. The receipt for the transaction, when finalized, must be attached to the validated transmittal form and sent to the particular department. The Batch Transmittal Form may be used to transmit this information. However, upon written request the receipt and transmittal form may be kept at the Cashiers' Office for pickup by the department representative.

**FORMS:** Batch Transmittal Form      Batch Transmittal Discrepancy Form