



November 17, 2008

M E M O R A N D U M

TO: District Board of Trustees

FROM: William D. Law, Jr., President

SUBJECT: Policy Manual Revision – Collection of Money from Students

Attached, for your review and approval, are the proposed revisions to the College's policy on Collection of money from students.

This change simply allows the Vice President for Administrative Services to designate appropriate staff to make basic accounting decisions.

STAFF RESOURCE: TERESA SMITH

RECOMMENDED ACTION:
Approve policy revision.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Collection of Money from Students	<u>NUMBER:</u> 6Hx27:03-17
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01, MM/DD/2008	<u>PAGE:</u> 1 of 1

Faculty or staff members shall not collect money from students for any purpose except by law, rule, policy, procedure, and without the prior approval of the President or the appropriate Vice President.

Approved collections shall be deposited in the appropriate account as determined by the Vice President for Administrative Services [or designee](#) and shall be disbursed according to College policies and procedures.