

PALOMAR COMMUNITY COLLEGE

FISCAL SERVICES

PROCEDURES FOR DEPOSITING CHECKS TO DISTRICT

Checks/warrants coming to Palomar Community College District are no longer going to be logged in by the Mailroom. Beginning February 10, 2003, they will be logged in by Fiscal Services. The exception to this procedure is registration payments by students given or mailed to the Cashier Office. **Checks should be sent to “the Attention of Fiscal Services” and not to specific departments or individuals.** Below are listed the appropriate steps to follow:

1. Checks/warrants are entered into a log in Fiscal Services as they are sent to the District. If not received directly by Fiscal Services, the department/person receiving the check/warrant will take the item **as soon as it is received** to Fiscal Services to be logged in.
2. Deposit Form is prepared by Fiscal Services showing: name of payee, number and date of check, string of chartfields to which check is to be deposited and amount of check/warrant.
3. Deposit Form and check/warrant are given to Cashier Office to deposit.
4. Cashier Office prepares Bank Deposit and all deposits are picked up daily by armored truck and delivered to the bank.
5. If requested by a department/program, Fiscal Services sends a copy of the Deposit Form with a copy of each check/warrant to the appropriate department/program.
6. Original Deposit Form and copy of check/warrant filed in appropriate revenue/program file in Fiscal Services. These are the files used by the external auditors in their annual audit of the District.
7. Departments that deposit individual fees may obtain Duplicate Deposit Forms from the Cashier Office.