

ADMINISTRATIVE RULE NO: 5020-02
RELATED TO POLICY SERIES NO: 5020

TITLE: CASH RECEIPTS PROCEDURES

The following procedures apply to all Linn-Benton Community College departments handling cash, checks, and payments from students, staff, and the general public.

GENERAL RULES

- A. While the LBCC Business Office and centers are not banks, cashing of checks is a service provided as a convenience. This service should only be used infrequently and shall be provided subject to the availability of cash on hand. The Business Office reserves the right to refuse to cash any check presented or to accept large amounts of unrolled coin.
- B. An LBCC photo ID card or two pieces of ID are required to be reviewed for all checks presented in payment of bills or for cash.
- C. Examples of acceptable ID
 - 1. Check guarantee card
 - 2. Credit card
 - 3. Passport
 - 4. Oregon driver's license
 - 5. Other valid driver's license
 - 6. Social Security card
 - 7. Non-photo LBCC student ID card
- D. Verify name, address, phone number, and signature. Record identifying information on the front of check. The social security number or student ID number of the person presenting the check is required.
- E. LBCC employee paychecks will NOT be cashed.
- F. Individual two-party checks will NOT be cashed.
- G. LBCC travel reimbursement checks will be cashed up to a limit of \$100.

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H. Limits on personal checks cashed for individuals:

1. Business Office – \$100 for staff and \$20 for students and general public
2. Bookstore – \$10
3. Extended Learning Centers – \$10

BUSINESS OFFICE STUDENT PROCEDURES

- A. Grant and FFELP checks will be cashed by the Business Office during the week of distribution. Cash returned is limited to \$1,000, subject to cash on hand.
- B. Grant, FFELP, state of Oregon or federal government checks will be accepted by the Business Office at any time in payment of tuition or other billings. Cash returned is limited to \$1,000, subject to cash on hand.
- C. Parents' checks will be accepted for payment of tuition and other billings if the payee is LBCC.
- D. Work study and other LBCC payroll checks will be accepted by the Business Office if the person is paying a billing and the cash back is less than \$50.
- E. Paychecks will NOT be cashed.

NOTE:

It is understood that the Extended Learning centers collect payments under unique conditions that may make it difficult to apply these procedures consistently. It is expected, however, that reasonable effort will be made to comply.

DATE OF ADOPTION: 06/29/93

DATE(S) OF REVISION(S):