

# BOARD POLICY

6321

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

## CASH HANDLING

The Chancellor or designee will ensure that proper internal controls are in place for cash collections and cash handling.

Cash is defined as coin, currency, check, money order, and credit/debit card transactions. The emphasis should be on internal controls, including segregation of duties, safeguarding of assets, and authorization of cash collection points.

The Chancellor shall establish administrative regulations for proper cash handling.