

PROCEDURES - RECEIPT BOOKS

Acquisition of Receipt Books

Receipt book usage is restricted to official Columbus State University business transactions. It shall be the responsibility of each cash receiving location to obtain pre-numbered receipt books. Receipt book orders for new and existing cash receipt locations must be placed through Printing Services on campus.

Printing Services Manager should be contacted for proper purchasing procedures.

Internal Control

The University Account Services Office maintains a control log for each cash receiving location.

It shall be the responsibility of Central Receiving to bring all receipt book orders to the University Account Services office for proper log-in. The UAS office will notify the department when order is ready for pick-up. It is imperative that receipt books and individual receipts be used in sequential order.

Transmittal

See CRR instructions provided by the University Account Services office.

Retention

Receipt books should remain in the care and custody of the cash receiving location. Written notification must be given to the UAS office prior to transferring any receipt books from one location to another.

Destruction

Receipt books should remain in the department for one fiscal year after the date of the last receipt. After this time, the receipt books can be submitted to the University Account Services office for storage and later destruction. **Receipt books should remain intact.**

Receipt books should be accompanied by a memo listing, first and last receipt number as well as beginning and ending dates for each receipt book being submitted. Receipt books will not be accepted without the memo.

Receipt books will be kept for five fiscal years before destruction.