

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 8.35 Cash Collections

**Revision Date:** 2/12

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1. The collection of all money, including but not limited to the sale of materials, deposit on materials, fees, services rendered to students, library fines and charges, shall be made in accordance with the Education Code, standard accounting principles, and written District administrative procedures.
  2. All funds collected shall be deposited in approved District clearing accounts within five working days after receipt.
  3. Funds collected cannot be utilized as revolving cash funds.