

**GRAYS HARBOR COLLEGE**  
**Operational Policy**

**Subject: CASH CONTROL**

**Page 1 of 1**

**Operational Policy Number: 504**

**Date adopted: 8/1/75 Revised: 1/17/95, 3/15/99**

It is the policy of the Board of Trustees of Grays Harbor College to maintain sound business practices concerning the control of cash which is received and disbursed on behalf of the college. The Board, therefore, directs the president of the college or designees to deposit any and all cash received for the college into financial institutions for the exclusive benefit of the college. If the college accumulates surplus funds, the Board authorizes the president or designees to invest and/or liquidate for the exclusive benefit of the college, any such surplus funds. The president or designees are expected to judge the circumstances under which any such cash balances can be prudently invested or liquidated.

The president or designees are directed to make payments for goods and services by check or petty cash, and the Board authorizes the president or designees to sign checks for these payments.

The president or designee are authorized to establish, receive and deposit student tuition and fee charges as provided under the applicable statutes of the state of Washington as now in effect or hereafter amended and under the regulations of the State Board for Community College Education as contained in WAC chapter 131-28 now in effect or hereafter amended.