



Financial Services Division -Accounting  
Department Lansing Community College  
309 N. Washington Square  
Lansing, Michigan 48933  
Phone: (517) 483-1732 Fax: (517) 483-9876

## Procedure for department deposits - Cash and Checks

If you do receive cash and/or checks to be deposited, the updated Cash/Check Receipt log must be completed and dropped off with the cash/checks at Washington Court Place (WCP) in the Accounting department during College hours, Monday - Friday 8am - 5pm, or 7:30am - 4pm during summer hours.

All cash and checks are to be secured in a locked location, and are to be brought to the Accounting department within 3-5 days or receipt. If cumulative cash and check receipts exceed \$500, they are to be deposited the next business day.

Please contact the Accounting department in Financial Services with any questions at x1732 or [FS-Accounting@star.lcc.edu](mailto:FS-Accounting@star.lcc.edu).



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**CASH/CHECK RECEIPT LOG -- DEPARTMENTAL MISC TRANSACTIONS**  
**Log ALL Cash and Check Received**

<b>DEPARTMENT:</b>	<b>DIVISION:</b>	<b>DATE(S):</b>
ex. Accounting	Ex. Fin Services	

<b>CHECK DATE:</b>	<b>RECEIVED DATE:</b>	<b>TENDER TYPE* Cash/Check - include check #</b>	<b>PAYOR NAME:</b>	<b>AMOUNT:</b>	<b>Purpose &amp; FOAPAL:</b>

<b>CASH DEPOSIT</b>	<b>PREPARED BY (Print and Sign):</b>	<b>APPROVED BY (Print and Sign):</b>
<b>CHECK DEPOSIT</b>	Sign: _____	Sign: _____
<b>TOTAL DEPOSIT</b>		

Received by Accounting: \_\_\_\_\_  
 Signature:

\_\_\_\_\_  
 Date: