

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 3 - Administrative Affairs**

**3-2004 Control of NCF Revenues**

This regulation provides guidelines for the control and collection of funds which are required by Florida Statutes or regulations to be deposited in any of NCF's accounts.

- (1) All State-related funds collected by any department or office must be deposited in NCF's Cashier's Office or picked up by an armored car service for direct deposit to an NCF bank account.
- (2) The Vice President for Finance and Administration or his/her designee is responsible for approving new collections of revenue and for establishing procedures and systems concerning the collection of all revenues for NCF.
- (3) The Controller or his/her designee is responsible for ordering, controlling and issuing prenumbered official receipts to departments to insure the proper recording of revenue and expense refunds. These receipts will be the only receipt to be used outside of the Cashier's Office for official collections and will be utilized by all offices not having mechanical receipt devices or prenumbered ticket sales as approved by the Controller.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001*

*History: Adopted 04-27-02, as Policy 2-002; Revised and renumbered 09-11-10; Revised 11-06-10, 03-11-17 (technical amendment)*