



444 Green Street, Gardner, MA 01440-1000

Office of Administrative Services

CASH IN INDIVIDUAL OFFICES POLICY STATEMENT

It is Mount Wachusett Community College's position that, for the purpose of security, NO CASH or CHECKS should ever be kept in individual offices on campus.

Individuals are responsible for personal property. Cash/checks, belonging to the College, from tuition receipts, fundraising activities*, donations, etc. must be secured *daily* in a safe in one of the following locations: the Student Financial Services Office (room H161) or the Business Office (room H037). Cash and/or checks must be kept in properly labeled envelopes and must be personally turned in to the Student Financial Services Office or Business Office by 4 pm daily. No cash or checks should ever be sent through in-house mail.

Satellite campuses must make appropriate arrangements for securing cash/checks at their respective locations.

* REMINDER: **ALL** fundraising activities conducted by/at the college, including the MWCC Foundation, must be reported to Administrative Services prior to the event.