I. **INTRODUCTION (Purpose and Intent)**

The purpose of this policy statement is to provide guidelines for the control and collection of funds received on the USF System’s behalf which are to be deposited in any of the USF System’s bank accounts.

II. **STATEMENT OF POLICY**

All USF System-related funds collected by any department or office must be deposited in an authorized USF System Cashier’s Office or picked up by an armored car service for direct deposit to a USF System bank account.

The University Controller is responsible for approving new collections of revenue and for establishing procedures and systems concerning the collection of all revenues for the USF System.

The University Controller’s Office 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 Offices for official collections and will be utilized by all offices not having mechanical/electronic receipt devices or prenumbered ticket sales as approved by the University Controller.

*Current Responsible Office: Business and Finance*

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.*