

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-301.11

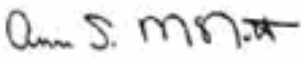
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PROCEDURE TITLE: INSTRUCTIONAL PROJECTS GENERATING REVENUE

BASED ON POLICY:

REVISION NUMBER: 1

OFFICE OF RESPONSIBILITY: ACADEMIC AFFAIRS



PRESIDENT

March 25, 2003
DATE

PURPOSE

The purpose of this procedure is to provide guidelines for accountability and protocol in dealing with the public through college/student projects generating revenue.

PROCEDURE

1. Process of Service

- (1) The customer requesting the services calls in advance to make an appointment. The appointment is entered into the appointment book to avoid time or personnel conflicts and is verified by one of the program instructors.
- (2) At the appointment time, the customer and the student discuss the services to be performed.
- (3) After the student renders the service, the instructor evaluates the service performed.
- (4) The customer pays for the service.

2. Collection and Deposition of Fees

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The applicable program collects fees for services rendered and accounts for the funds as follows:

- (a) After service is rendered, the customer pays the bill.
- (b) Numbered receipts are filled out in triplicate by the student performing the service and reviewed by the instructor.
- (c) The customer signs the receipt.
- (d) The student collects the money and the receipt. The instructor then signs the receipt and returns one copy to the customer.
- (e) On a daily basis all money is collected and a copy of each receipt is submitted to the College Business Office by the instructor.
- (f) Upon reconciliation of the monies and receipts, the Business Office cashier returns a stamped receipt from the College cash register to the instructor for the monies.
- (g) The cash register receipt and one copy of each customer's receipt are filed in the office of the instructor or the main departmental office.
- (h) The money is deposited in the College's general fund.