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 Bursar’s Office (room #165) or the Business Office (room #022). Cash and/or checks must be kept in properly labeled envelopes and must be personally turned in to the Bursar’s 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.