

PROCEDURE

Effective Date: September 1, 2015
 Approved By: Teresa Hart, Director of Financial Services

Authority: [POL-U5351.01](#) Billing and Receiving
 Payment for Tuition, Fees, Goods
 and Services

Cancels:
 See Also: PRO-U5351.01A Authorizing a Decentralized Billing and/or Payment Location
 FRM-U5351.01A Short-Term Event Payment Handling Request Form

PRO-U5351.01B AUTHORIZING A SHORT-TERM PAYMENT RECEIPT LOCATION

Action by:

Action:

- | | |
|------------------------------|---|
| Department | 1. Completes <i>Short Term Event Payment Handling Request Form</i> (FRM-U5351.01A) and submits for approval in accordance to routing instructions. |
| Treasury Services
Manager | 2. Receives request form.

3. Contacts department if further information is needed.

4. Approves or disapproves the request form.

5. If approved, sends email to financial manager with instructions and guidelines for mandatory compliance with internal controls. |
| Financial Manager | 6. Ensures internal control requirements are implemented <u>prior</u> to the event.

7. Instructs staff to cease any receipt of payment activities beyond authorized timeframe.

8. Requests extension from Treasury Services Manager prior to the end of the authorized timeframe, if needed. |