

UAM OPERATING PROCEDURE 360.2
RE: Tuition and Fee Receipts

May 1, 1982

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

All tuition and fees received on campus should be received and receipted by the Cashier's Office, as opposed to any unit or individual. Receipts must be collected and posted to revenue accounts as opposed to reductions in expenditure accounts.

There may be a need for some special accommodations by the Cashier's Office in cases where registration occurs for off-campus students at night or through a mailing process. If so, the procedure should be as follows: The unit registering students should contact the Cashier's Office in advance so the Cashier's Office can arrange to open on the night or nights needed for registration; and mail-outs to students regarding payment of any kind should state that payment should be mailed or hand delivered directly to the Cashier's Office as opposed to through an intermediate unit or individual. Those preparing mail-outs should allow the Cashier's Office to review the proposed payment instructions in advance of the mail-out.