



# Northwest Florida State College

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**TITLE:** RECEIPT, DEPOSIT and WITHDRAWAL of FUNDS

**AUTHORITY:** [FS 1001.64](#), FS 215.85,  
And SBR 6A-14.075

**SEE ALSO:** [Click here to enter text.](#)

**DATE ADOPTED:** [Click here to enter a date.](#)

**NUMBER OF PAGES:** 1

**REVISIONS:** May, 2013; February, 2015

**SIGNATURE OF BOARD SECRETARY:**

## PURPOSE OF POLICY

To authorize the Receipt, Deposit and Withdrawal of Funds

## LOCAL LANGUAGE

All funds will be receipted and deposited in appropriate accounts with a qualified public depositor. Funds received electronically into either the designated qualified public depositor or the State Board of Administration investment account will be receipted at the College with a cash receipts voucher. The college bank depositories shall be in the name of Northwest Florida State College, Board of Trustees and shall be approved by the District Board of Trustees. All money drawn by check from a depository shall be upon a pre-numbered check signed by two persons authorized by the District Board of Trustees who are adequately bonded after being approved through established internal controls and evidenced by an invoice or other approved documentation.

The Board of Trustees may authorize, as provided in Section [215.85 F.S.](#) Florida Administrative Code, the transfer of funds from one depository to another or to a governing agency, to pay allowable expenses, expenditures, or other disbursements, evidenced by an invoice or other appropriate documentation. Such transfer may be made by electronic, telephonic, or other medium; and each transfer shall be authorized by the designee of the College President.

The President shall designate employees to be responsible for insuring compliance with the provisions of [6A-14.075](#).