



Approval Date: 12/10/12

Effective Date: 12/10/12

Last Revised: 08/23/23

## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	060.002.000 – Cash Management
<b>Responsible Department:</b>	Business Office
<b>Authority:</b>	Chief Financial Officer

### Overview

Columbia Gorge Community College is committed to maintaining a system of internal controls sufficient both to safeguard the College's assets and to assure that transactions are properly captured, summarized, categorized and reported.

### Applicability

All college employees have a responsibility to properly procure and request payment using the Enterprise Resource Planning system. Failure to follow procedures can result in termination.

Students are required to keep their accounts current. If student accounts maintain a financial hold past 30 days, accounts will be sent to a collection agency.

### Administrative Rule Statement

Under the direction of the College President, per Board policy, the Chief Financial Officer (CFO) manages cash flows.

Following the College core values and mission statement, the Business Office demonstrates the potential to fulfill its mission, accomplish its core theme objectives, and achieve the intended outcomes of its programs and services by documenting the adequacy of its resources and capacity.

Through its governance and decision-making structures, the Chief Financial Officer, President and Board of Education, review regularly, and revise, as necessary, policies and procedures that promote effective management and operation of cash flow.



### **Interpretation of Administrative Rule**

Chief Financial Officer

### **Cross Reference to Related Administrative Rules**

1. Annual Report
2. Financial Reports and Statements
3. Administration of College Funds
4. AR 005.004.000 – Student Refunds

### **Further Information**

VP of Financial Services  
(541) 506-6050

### **Strategic Direction**

### **Appendix**

1. 708A.555 – ORS – Generally accepted accounting principles