



UNITED TRIBES
TECHNICAL COLLEGE

FINANCE DEPARTMENT

3315 University Drive, Building 11
Bismarck, North Dakota 58504
701.255.3285 | www.uttc.edu

To:
From: Katina DeCoteau, Chief Financial Officer
Date:
RE: Acknowledgment of Receipt of Check and Cash Handling Policy

CHECK AND CASH HANDLING POLICY

When checks are made payable to employees or vendors, the employee will have three business days from the sign out date to return all receipts, cash, signature sheets, or unused checks, for the entire amount, to Accounts Payable (AP). Violation of this policy may result in corrective action up to and including termination.

I hereby acknowledge the receipt of the Check and Cash Handling Policy issued by the Finance Department and authorize UTTC to withhold all unaccounted funds from my payroll check.

Employee Signature

Employee Print Name

Date