

PROCEDURE:

3.3.3p5. Business Office Procedures for Facility Rentals

Revised: April 21, 2021; November 16, 2022

Last Reviewed: April 21, 2021; November 16, 2022

Adopted: February 19, 2020

I. **PURPOSE**

This procedure outlines the controls over receipt of funds for fees and deposits collected for College's facility rentals.

II. **RELATED AUTHORITY**

State Board Policy 3.3.3. Use of Campus Facilities

Ogeechee Technical College Procedure 3.3.3p1. Use of Campus Facilities

III. **APPLICABILITY**

This procedure will apply to funds received for facility rental payments or security deposits.

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

Facility Rental Payment Form

VI. **PROCEDURE**

The Business Office will issue a receipt book to the Assistant Director for Facility Rental & Reservation Management. All funds received must be recorded in the receipt book immediately. The receipt book has three (3) copies of each receipt. The white copy is issued to the customer at time of payment. The yellow copy is submitted to the Business Office and the pink copy remains in the receipt book.

Check, money order, or credit card payments are preferred. Cash payments will not be accepted after hours. To process a credit card payment:

- 1) The Assistant Director for Facility Rental & Reservation Management will call the Business Office Cashier with the credit card number, expiration date, and three (3) digit security code on the back of the card.
- 2) The Business Office will run the card and provide an approval code. The Assistant Director for Facility Rental & Reservation Management will note the approval code on the receipt in the receipt book.
- 3) The Assistant Director for Facility Rental & Reservation Management will note "cc" for credit card on the receipt.

In addition to issuing a receipt, the Assistant Director for Facility Rental & Reservation Management will complete a Facility Rental Payment Form for each payment received. The Facility Rental Payment Form provides information needed by the Business Office to record the transaction. For refundable deposits, customers must complete an IRS Form W-9.

All funds and documentation are submitted to the Business Office daily. Documentation required to be submitted includes:

- Yellow copy of receipt
- Facility Rental Payment Form (a separate one for each receipt)
- OTC Cash Receipt Voucher (one form for all funds submitted)
- IRS Form W-9 if refundable deposit

The Business Office reports facility revenue to the Vice President for Economic Development as part of the monthly budget sheets. The Vice President for Economic Development should verify revenue per monthly budget sheets to receipt book to ensure revenue is accurate.

VII. RECORD RETENTION

All forms will be reviewed on an annual basis and revised as needed. All completed forms will be retained according to the TCSG Records Management Policy.