Procedure: Receipting

Purpose
To inform staff of the requirements for receipting of University money.

Procedure
1. It is imperative therefore that all monies sent to the University are receipted through the following approved methods:
   - The University’s general receipting system, One-Stop (this includes POS across campus & approved internet payment sites established in conjunction with One-Stop & Finance & Business Services).
   - The University’s, Student Administration System.
   - The University’s University Accommodation Management / Financial System (as approved from time to time).
   - The University’s, Hotel Management system at University House (as approved from time to time).
   - The University’s EFTPOS facility as supported by a network of EFTPOS terminals across campus.
2. Requests for endorsement of other official receipting methods must be directed to the Chief Financial Officer.