



Procedure: Receipting

Purpose

To inform staff of the requirements for the issuing of official University documents proving receipt of funds paid to the University other than donations.

Procedure

1. Official University documents are issued proving receipt of funds paid to the University.
2. These documents are available when the funds are receipted through any of the following approved methods:
 - * The University's general receipting system, i.e. OneStop.
 - * The University's [student administration system](#).
 - * The University's [student accommodation management system](#).
 - * The University's hotel management system; and
 - * The University's EFTPOS facility as supported by a network of EFTPOS terminals across campus.
3. Requests for endorsement of other official receipting methods must be directed to the [Chief Financial Officer](#).

Document information

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