

## **COLLECTION OF FUNDS**

The collection of tuition and other monies due the College will be the responsibility of the Business Office. Situations may arise in which collection by the Business Office is not practical. In such instances, approval of the Vice President, Administrative Services may allow the department generating the income to collect the funds using Business Office guidelines. Funds derived from auxiliary enterprises or on behalf of approved student organizations may be collected by such organizations using Business Office guidelines.

Billing for contracts with outside parties (i.e., rental of facilities, etc.) is the responsibility of the department initiating the agreement. Invoices should contain the following language:

Please mail all payments to:  
Temple College  
Business Office  
2600 South First Street  
Temple, TX 76504