PAYMENT HANDLING POLICY

PAYMENT HANDLING POLICY			
Effective Date	August 4, 2026	**Policy Type**	Administrative
Responsibility	Director of Financial Services	**Related Policies**	Financial Signing Authority Policy Invoice Request Form Procurement Policy
Approval Authority	Executive Council	**Review Schedule**	Every 5 Years

1. Policy Statement

1.1. Northwestern Polytechnic (NWP) is committed to ensuring that appropriate internal controls and documented procedures are established to prevent financial loss, promote security and safety of its employees, and ensure accurate recording and reporting of financial information.

2. Scope

2.1. This policy applies to all staff, students, volunteers, or others who handle payments, receivables, or receipts on behalf of NWP, or funds administered by NWP.

3. Reason for Policy

3.1. The objective of this policy is to ensure effective stewardship of all funds collected and administered by NWP by outlining the responsibilities and requirements related to the safeguarding of payments.

4. Definitions

4.1. "Accounts Receivable" is a function of Financial Services, where charges (invoices) and payments (receipts) are tracked on a per customer basis.

4.2. "Payment Collection Points" are defined as departments or other units that handle cash on a regular basis.

4.3. "Point of Purchase" is the time and place where a transaction for goods and services is completed. The product or service is provided at the time the payment is received.

4.4. "Segregation of Duties" is an internal control that involves separating the responsibility of performing three main functions: maintaining custody of assets, authorizing use of assets, record keeping and/or reconciliation of assets.

5. General Provisions

5.1. The opening and closing of bank accounts in the name of, or in relation to, NWP can only be performed by designated signing authorities as approved by the Board of Governors.

5.2. NWP reserves the right to take into custody and manage all funds collected by any group that references NWP in its name, or the activity is part of the curriculum, or where NWP employees are placed in a position of trust. This right does not apply to independent external organizations, including those where NWP employees serve in a governance or volunteer capacity, unless there is a formal agreement establishing NWP's authority over such funds.

5.3. NWP may enter into agreements with other legal entities giving them contractual rights to accept payments on behalf of NWP.

5.4. Financial Services is the primary payment collection point for NWP.

5.5. Financial Services is the only department authorized to order pre-numbered, duplicate receipts, for NWP.

5.6. Financial Services will establish appropriate internal controls to ensure the good stewardship of assets to minimize the risk of loss. Refer to Appendix 1, Payment Collection Point Procedures.

5.7. Payments collected on behalf of, or in relation to, any sale of products or services, student activities, donations, or other contributions, must be done through an approved payment collection point. Refer to Appendix 2, Approved Payment Collection Points.

5.8. Departments that wish to be named as a payment collection point may make a request to the Director, Financial Services and demonstrate the ability to follow appropriate procedures.

5.9. All funds collected on behalf of NWP from any source are to be delivered to Financial Services for secure delivery to the bank, unless otherwise authorized by the Director, Financial Services.

6. Revenue, Receivables and Receipts

6.1. The most preferred and transparent means of collecting revenues from students, customers, and others, is invoicing through Accounts Receivable, unless the transaction is considered point of purchase.

6.2. All external invoicing is to be distributed and reviewed by Financial Services. Refer to Invoice Request Form on the NWP Assistant.

6.3. Payments for charges on Accounts Receivable can only be received by payment collection points that issue pre-numbered receipts.

7. Guidelines for Cash Collection Points

7.1. Payment collection points are responsible for ensuring that individuals handling cash and other sources of revenue are properly trained in payment handling procedures.

7.2. Payment collection points are responsible for ensuring that the maintenance of documentation, preparation of deposits and reconciliation of records are distributed between two or more positions and employees in those positions; this is referred to as segregation of duties.

7.3. Payment collection points that require an approved Point-of-Sale (POS) terminal to accept debit cards and credit cards must request the equipment through the Manager, Accounting Operations.

7.4. Payment collection points are responsible for the physical security of POS equipment and related items.

7.5. Post-dated cheques are not an acceptable method of payment, unless expressly authorized by the Director, Financial Services.

7.6. All bank deposits must be delivered to, and logged with Financial Services.

7.7. Deposits must include all payments received; expenses must not be paid from these funds.

8. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	• Approve and formally support this policy.
Vice President, Finance and Administration	• Review for approval, exceptions to this policy.
Director, Financial Services	• Review, for approval, applications for payment handling collection points. • Review, for approval, acceptance of post-dated cheques. • Review, for approval, exceptions to this policy.
Financial Services Staff	• Review, process and distribute invoiced accounts receivable. • Process receipts and sales in a timely manner. • Perform monitoring and reviewing of accounts receivable accounts.
Manager Accounting Operations	• Approve the issuing of POS equipment.

9. Exceptions to the Policy

9.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice President, Finance and Administration and Director, Financial Services. Evidence of the approval must be submitted to Financial Services for processing.

9.2. Policy exceptions must describe:
9.2.1. The nature of the exception
9.2.2. A reasonable explanation for why the policy exception is required

9.2.3. Any risks created by the policy exception

10. Inquiries

10.1. Inquiries regarding this policy can be directed to the Director, Financial Services.

11. Revision History

11.1. This policy was created May 6, 2002 under Cash Handling Policy.
11.2. Updated June 2, 2008
11.3. Updated March 5, 2019

Appendix 1 – Payment Collection Point Procedures

1. All payments collected for NWP from any source must be delivered to Financial Services on a daily basis. Where daily deposits are not practical, deposits can be made on a schedule agreed upon by Financial Services, no less then once per week.

2. A payment reconciliation form and copies of receipts are to be included in the daily deposits. Any receipts that have been voided must be included in the deposit

3. Individuals handling payments are responsible for closing and balancing their receipts and POS report summaries.

4. Pre-numbered receipts can be obtained through Financial Services.

5. POS machines and associated administration cards and PINs, must be kept in a secure location when not in use.

6. POS machines must be logged-off at the end of each business day.

Appendix 2 – Approved Payment Collection Points

The following table represents Payment Collection Points approved by the Director, Financial Services on the effective date of this policy. This list will be updated from time to time, when required.

Department	Types of Transactions
Continuing Education	Primarily the collection of non-credit training tuition and related fees.
Event Services	Primarily event ticket sales and bar service sales.
Financial Services	Primarily the collection of accounts receivable, tuition for credit and non-credit training, grants, sponsorships, and miscellaneous goods and services.
Foundation / Community Relations	Primarily the collection of donations, sponsorships, and sales related to special events.
Office of the Registrar	Primarily collects tuition and related fees for credit students.
Sport, Fitness, and Wellness	Primarily collects membership fees and entrance fees for various recreational facilities. Also collects equipment rental revenue, home game gate revenue, and concession sales.
Learning Commons	The Testing Centre primarily collects testing fees.