# Contents of Chapter 30

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SECTION TITLE</th>
<th>ISSUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.02</td>
<td>Accounting for WSU Monies</td>
<td>12-87</td>
</tr>
<tr>
<td>30.05</td>
<td>Establishing, Naming, and Terminating WSU Accounts</td>
<td>01-21</td>
</tr>
<tr>
<td>30.06</td>
<td>Tracking Departmental Expenditures</td>
<td>05-18</td>
</tr>
<tr>
<td>30.07</td>
<td>Workday Reports</td>
<td>01-21</td>
</tr>
<tr>
<td>30.12</td>
<td>Internal Audits</td>
<td>10-04</td>
</tr>
<tr>
<td>30.14</td>
<td>External Auditors</td>
<td>08-02</td>
</tr>
<tr>
<td>30.15</td>
<td>Service Centers</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Service Center Application</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Service Center Calculation Worksheet</td>
<td>1-21</td>
</tr>
<tr>
<td>30.16</td>
<td>Administrative Service Charge</td>
<td>01-21</td>
</tr>
<tr>
<td>30.21</td>
<td>Overdrafts</td>
<td>01-21</td>
</tr>
<tr>
<td>30.25</td>
<td>Expenditure Transfers Between Funding Sources</td>
<td>06-18</td>
</tr>
<tr>
<td></td>
<td>Form: Expenditure Transfer Request</td>
<td>12-06</td>
</tr>
<tr>
<td>30.30</td>
<td>Nonservice Pay Authorization</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Nonservice Pay Authorization</td>
<td>01-21</td>
</tr>
<tr>
<td>30.45</td>
<td>State of Washington Invoice Voucher</td>
<td>02-21</td>
</tr>
<tr>
<td></td>
<td>Form: State of Washington Invoice Voucher</td>
<td>02-21</td>
</tr>
<tr>
<td>30.50</td>
<td>Petty Cash Funds</td>
<td>04-05</td>
</tr>
<tr>
<td>30.51</td>
<td>Till Cash Funds</td>
<td>04-05</td>
</tr>
<tr>
<td>30.52</td>
<td>WSU Receipts</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: WSU Receipt Authorization</td>
<td>05-09</td>
</tr>
<tr>
<td></td>
<td>Form: WSU Receipt Request</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: WSU Receipt Inventory Control Sheet</td>
<td>01-21</td>
</tr>
<tr>
<td>30.53</td>
<td>Cash Handling</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Appendix: Cash Overages and Shortages</td>
<td>05-11</td>
</tr>
<tr>
<td>30.54</td>
<td>Revenue Categories</td>
<td>01-21</td>
</tr>
<tr>
<td>30.55</td>
<td>Refunds</td>
<td>07-11</td>
</tr>
<tr>
<td></td>
<td>Form: Credit Card Refund Voucher</td>
<td>10-99</td>
</tr>
<tr>
<td>30.56</td>
<td>Accounts Receivable</td>
<td>01-21</td>
</tr>
</tbody>
</table>
### Contents of Chapter 30

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SECTION TITLE</th>
<th>ISSUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.57</td>
<td>Student Financial System (myWSU)</td>
<td>01-21</td>
</tr>
<tr>
<td>30.58</td>
<td>Returned Checks—Prevention and Processing</td>
<td>01-21</td>
</tr>
<tr>
<td>30.59</td>
<td>Cash Registers</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Daily Reconciliation Sheet</td>
<td>04-16</td>
</tr>
<tr>
<td>30.60</td>
<td>Bankruptcy</td>
<td>04-11</td>
</tr>
<tr>
<td>30.61</td>
<td>Payment Card Data Security Compliance</td>
<td>02-08</td>
</tr>
<tr>
<td>30.62</td>
<td>Credit or Debit Card Acceptance</td>
<td>05-14</td>
</tr>
<tr>
<td>30.64</td>
<td>Identity Theft Prevention Program</td>
<td>12-09</td>
</tr>
<tr>
<td></td>
<td>Appendix: Red Flag Indicators</td>
<td>12-09</td>
</tr>
<tr>
<td>30.65</td>
<td>Commercial Bank Accounts</td>
<td>06-09</td>
</tr>
<tr>
<td></td>
<td>Form: Bank Account Request</td>
<td>06-09</td>
</tr>
<tr>
<td>30.70</td>
<td>Gift Transmittal</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Gift Transmittal and Acknowledgment</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Noncash Gift Transmittal and Acknowledgment</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Golf Tournament Gift Transmittal</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Auction Bid Gift Transmittal</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Auction Item Gift Transmittal</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Noncash Multiple Gift Transmittal</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Gift Payroll Deduction</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Gift Electronic Funds Transfer Authorization</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Gift Records Cover Sheet</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Gift Accounting Log Sheet</td>
<td>07-13</td>
</tr>
<tr>
<td></td>
<td>Form: Drop-Off Receipts</td>
<td>05-10</td>
</tr>
<tr>
<td>30.72</td>
<td>Gifts In Place</td>
<td>12-13</td>
</tr>
<tr>
<td></td>
<td>Form: Gift In Place Review Sheet</td>
<td>12-13</td>
</tr>
<tr>
<td>30.73</td>
<td>WSU Pullman Campus Beautification and Recognition Program</td>
<td>04-16</td>
</tr>
<tr>
<td>30.74</td>
<td>Gift-Funded Capital Projects</td>
<td>06-16</td>
</tr>
<tr>
<td>30.75</td>
<td>Gift Accounts</td>
<td>01-21</td>
</tr>
<tr>
<td>30.78</td>
<td>Establishing a Quasi Endowment</td>
<td>11-08</td>
</tr>
</tbody>
</table>
## Contents of Chapter 30

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SECTION TITLE</th>
<th>ISSUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.82</td>
<td>Endowed Professorships</td>
<td>09-18</td>
</tr>
<tr>
<td>30.90</td>
<td>Departmental Scholarships and Resources Authorization</td>
<td>01-21</td>
</tr>
<tr>
<td>30.95</td>
<td>Special Course Fees</td>
<td>01-21</td>
</tr>
<tr>
<td></td>
<td>Form: Special Course Fee Request</td>
<td></td>
</tr>
<tr>
<td>30.96</td>
<td>Special Course Fees for Computer Laboratories</td>
<td>10-04</td>
</tr>
<tr>
<td>30.98</td>
<td>Direct Deposit of Excess Financial Aid Funds</td>
<td>05-09</td>
</tr>
</tbody>
</table>