



**Laney College
Business Office**

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MEMORANDUM

DATE: December 17, 2008
TO: Kinh Tran, Laney Bursar
FROM: Mary Beth Benvenuti, Laney Business Manager
SUBJECT: Federal /State Checks

Effective immediately, do not accept any checks for posting to trust funds that are from federal or state entities. These checks must be recorded in the District accounts. These checks include VA administrative allowance checks & MAA checks. If you are not sure if a check is coming from a state or federal entity, please ask me. You can continue to post VA checks that are paying for student tuition and fees.

Please post this in a prominent place so all of the cashiers will be able to see it. Please make sure all cashiers are aware of this policy and follow it.

Thanks.

