### Policy Statement

All cash and cheque payments received by Monash University must be managed appropriately and banked within the required timeframes.

All revenue received by or paid to Monash University must be receipted into SAP, the University's finance system.

<table>
<thead>
<tr>
<th>Supporting Procedures</th>
<th>Revenue Handling Procedures (Australia)</th>
</tr>
</thead>
</table>
| Responsibility for implementation | Director Research and Revenue Accounting Services  
Manager - Revenues & Corporate Receivables |
| Status | New |
| Approval Body | **Academic Quality and Standards policies**  
**Name:**  
**Meeting:**  
**Date:**  
**Agenda item:**  |
| Endorsement Body | **Academic Quality and Standards policies**  
**Name:**  
**Meeting:**  
**Date:**  
**Agenda item:**  |
|  | Operational policies  
**Name:** Vice-President (Finance)  
**Date:** 17-December-2012 |
|  | Operational policies  
**Name:** Director Research and Revenue Accounting Services  
**Date:** 13-December-2012 |
| Definitions | **Cash**: Money in the form of notes or coins, currency  
**Cheque**: A cheque is an unconditional order in writing that: (a) is addressed by a legal entity to another person, being a financial institution; and (b) is signed by the legal entity giving it; and (c) requires the financial institution to pay on demand a sum certain in money (includes Australia Post money orders and bank drafts) |
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<tbody>
<tr>
<td>Legislation Mandating Compliance</td>
<td><strong>A New Tax System (Goods and Services Tax) Act 1999</strong></td>
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</tbody>
</table>
| Related Policies | **Corporate Receivables Policy**  
**Delegated Authorities Policy**  
**Goods & Services Tax (Australia) Policy**  
**Electronic Information Security: Payment Card Industry Data Security Standards (PCI-DSS) Procedures (Australia only)** |
| Related Documents | **Anti-Money Laundering and Counter-Terrorism Financing Act 2006** |