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**EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER**

1501 West Del Norte Street, West Covina, CA 91790 • (626) 472-5101 • Fax (626) 472-5125

## Cash Receipt/Fee Payment Policy

### Summary:

The California Education Code and Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular, and regardless of whether credit is awarded for the educational activity. The right of free access also prohibits mandated purchases of materials, supplies, equipment or uniforms associated with the activity, as well as the payment of security deposits for access, participation, materials or equipment. A process that allows for a waiver for a mandatory fee, charge or deposit does not render it constitutionally permissible.

To ensure strong financial management practices, the proper controls over revenues are imperative in determining budget, forecasting, reconciliations and general oversight over the various revenues collected.

As part of performing services, management must provide for appropriate mechanisms, automated and manual, to collect all funds for services performed and ensure that proper controls exist over all receipts.

1. High school students cannot be required to pay money to gain access to educational activities, nor can they be charged for materials and/or supplies necessary to participate in educational activities.
2. Employees are not allowed to sell any items and/or charge students a fee, unless prior approval from the Business Office has been obtained to set up a legal ASB account.
3. Course lab fees or material fees are not permitted, unless approved by the CFO; this includes the increase of fees charged.
4. An employee may not establish fees, increase lab fees, or spend lab fees inappropriately. An employee must consult with the Supervisor regarding any fees.
5. NO employee, unless authorized to do so, will accept money and/or fees on behalf of East San Gabriel Valley ROP/TC or partnering school districts.
6. All money and/or fees must be paid in the Business Office, unless authorized to do otherwise; no exceptions will be made.

I have read and understand the above policy.

Failure to abide by the above stated Fee Payment Policy may result in disciplinary action.

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**Print Name**

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**Signature**

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**Date**