


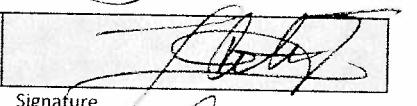


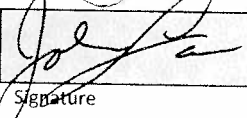
**IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW
NON-ACADEMIC PROGRAMS**

DATE:	2/19/2014
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DEPARTMENT/PROGRAM:	Business Office
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PREPARED BY:	Carlos Fletes	
	Name	Signature

AREA DEAN/DIRECTOR:	Carlos Fletes	
	Name	Signature

AREA VICE PRESIDENT:	John Lau	
	Name	Signature

**IMPERIAL VALLEY COLLEGE
MISSION STATEMENT**

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

Institutional Goals

Educational Master Plan 2012-15

Approved by Board of Trustees May 16, 2012

Goal One (Institutional Mission and Effectiveness): The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

Obj.	Objectives for EMP Goal 1
1.1	Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.
1.2	Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.
1.3	Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness.
1.4	Develop systems that are inclusive, cyclical, and understood by all stakeholders.

Goal Two (Student Learning Programs and Services): The College will maintain instructional programs and services which support student success and the attainment of student educational goals.

Obj.	Objectives for EMP Goal 2
2.1	Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.2	Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.
2.3	Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.4	Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, annual Program Review, and Comprehensive Program Review every three years.
2.5	Ensure that the Library meets as closely as possible the "Standards of Practice for California Community College Library Faculty and Programs" of the Academic Senate for California Community Colleges.
2.6	Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.

Goal Three (Resources): The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

Obj.	Objectives for EMP Goal 3
3.1	Develop and implement a resource allocation plan that leads to fiscal stability.
3.2	Implement a robust technological infrastructure and the enterprise software to support the college process.
3.3	Build new facilities and modernize existing ones as prioritized in the facility master plan.
3.4	Design and commit to a long-term professional development plan.
3.5	Raise the health awareness of faculty, staff, and students.

Goal Four (Leadership and Governance): The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

Obj.	Objectives for EMP Goal 4
4.1	Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution.
4.2	Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior.
4.3	Ensure that the Board of Trustees is informed and involved in the accreditation process.
4.4	Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized.
4.5	Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process.



IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW
NON-ACADEMIC PROGRAMS

I. **PROGRAM/DEPARTMENT DISCRPTION** (include Vision; Mission; Services-
Functions; Funding Sources Statement)

The Business Office Mission Statement: To ensure that all aid to students, payments to vendors and fee payments by students are processed securely, accurately and in a timely manner. The Business Office Vision is to conduct ourselves with integrity and provide the outmost quality in customer service. The Business Office follows Generally Accepted Accounting Principles and the Chancellor's Office Budget and Accounting Manual to maintain accountability and fiscal stability. The Business Office also produces and files several reports with Federal, State and Local Government agencies. It also facilitates the development of the entire college budget for all funds. The Business Office is funded 100 out of the district's Unrestricted General Fund.

II. **SERVICE AREA OUTCOMES** (identify outcomes; methods, implementation of
assessment process; results; decisions & recommendations)

Outcome #1: Increase the number of student transactions via credit/debit card

Est. Completion Date: 6-30-2015 Way(s) to assess: Banner reports showing total annual student fee payment transactions broken down by payment type.

Outcome #2: Increase the number of students enrolling in a fee payment plan

Est. Completion Date: 6-30-2015 Way(s) to assess: Produce reports out of Nelnet online services

Outcome #3: Reduce the number of checks issued to students for refunds and replace them with credit/debit card

Est. Completion Date: 6-30-2015 Way(s) to assess: Produce reports out of Banner

Outcome #4: Reclassify Cashier to Accounting Technician.

This position has historically been an Accounting Technician, at a range 15. It was downgraded in 2009 in response to the budget crisis and at the retirement of the incumbent at that time. However, the duties and responsibilities of the position exceed that of a Cashier. As of the spring 2014 semester, the position was given the additional task of taking parking fee payments, including adding the fees in Banner. The position is responsible for taking student payments, verifying and depositing a large volume of

cash deposits from all departments on campus, assisting students with a variety of inquiries relating to their student account, fees owed, payment plans, refunds, BOGG and financial aid payments. In addition to the cashier duties, the incumbent of this position is needed to process purchase orders, process the weekly commercial warrant, assist students with the IVC debit card, student employment, COTOP processing 1098t process, accounts receivable billing of outside agencies, bank reconciliation and other accounting duties. This position is cross trained to relieve the other accounting technicians in the department. The level of responsibility and duties required of this position are those of an Accounting Technician.

Est. Completion Date: 07-01-2014 Way(s) to assess: Recommendation to be made by Reclassification committee and action by President/Superintendent.

- III. **DATA** (use data pertinent to your program/department; include qualitative and quantitative data; survey-evaluation results; and other relevant data to assess program/department effectiveness)

Appendix A: Banner reports showing payment activity by cash, check or credit/debit card for the past three years.

Appendix B: Nelnet data showing the number of payment plan agreements completed for the past three years.

Appendix C: Banner data and Higher One data showing the number of direct deposits compared to checks written every disbursement process for the past year.

- IV. **ANALYSIS** (evaluate the strengths, challenges, opportunities and needs of your program/department provide thorough interpretation of data and complexity of analysis)

Our greatest strength is the commitment and loyalty of the business office staff and its leadership. We have had very low staff turnover over the past 25 years. Staff is courteous, dedicated and very responsive to the department's needs and to the needs of the college and students in general.

STUDENT FEE PAYMENT BY CREDIT CARD/DEBIT CARD/CASH/CHECK

The Business Office promotes the use of a credit/debit card as the preferred method of payment by students. This is the most convenient way for the student and at the same time promotes financial literacy. Students are able to make a payment from everywhere in the world provided that they have a credit/debit card.

FEE PAYMENT PLAN

The Business Office has partnered with Nelnet to provide a structured payment plan for students that cannot pay all of their fees at once. This plan allows students to take up to 4 months to pay their current term fees owed and up to 12 months to pay for prior term fees.

REFUNDS VIA DIRECT DEPOSIT COMPARED TO CHECKS

The Business Office preferred method of disbursing refunds is via the IVC Debit Card. This method allows for the delivery of refunds in a more secured and efficient way. This method also promotes financial literacy among students by providing them with the means to withdraw funds via ATM and by providing them with a secured way to make purchases and make payments.

- V. **FINDINGS & FUTURE DIRECTION** (summarize findings and indicate how the findings have shaped decision making; areas of concern are addressed; provide recommendations for future direction of your program/department and address applicable needs (funding, facilities, staffing technology, professional development, marketing.)

STUDENT FEE PAYMENT BY CREDIT CARD/DEBIT CARD/CASH/CHECK

The data contained in Appendix A shows the following changes:

- Payments via cash has decrease by .86%
- Payments via check has decrease by 5.23%
- Payments via credit card has increase by 6.09%

While this is certainly an improvement, we would like to see the use of a credit/debit card increase by an additional 5% and the use of checks decrease by an additional 5%.

FEE PAYMENT PLAN

The data contained in Appendix B shows that the number of agreements increased dramatically (2 agreements to 927 agreements) when the college decided to enforce the policy of dropping for non-payment after 5 days. The data also shows that the number of agreements decreased (927 agreements to 570 agreements) when the college decided to not enforce the policy of dropping for non-payment after 5 days of registration prior to the first day of classes.

REFUNDS VIA DIRECT DEPOSIT COMPARED TO CHECKS

The data contained in Appendix C shows the following:

- The number of students opening a direct deposit account (One Account) has increased by 6.49%
- The number of students actually having their refunds deposited via direct deposit has increased by 9.24%
- The number of students opting out of the direct deposit account (One Account) has decreased by 6.49%

Our goal is to have at least 95% of our students that selected a direct deposit account (One Account) actually have their refunds deposited via direct deposit. To accomplish this we will probably have to increase awareness among students of the advantages of direct deposit and also to look for improvements in the way direct deposit accounts are opened or processed.

- VI. **PROCESS IMPROVEMENT OPPORTUNITIES** (Identify three processes for improvement in terms of: 1) Work efficiency, 2) Cost reductions, and 3) Contributions to student enrollment and/or success. Identify one or more institutional goals supported by each process.)

**PROGRAM REVIEW FOR NON-ACADEMIC PROGRAMS
PROCESS IMPROVEMENT OPPORTUNITIES**

PURPOSE: For all IVC programs to engage in continuous process improvements, efficiency evaluation, and implementation of steps to facilitate increased student enrollments and student success.

GOALS: Each process within the departments will be reviewed in terms of: 1) Work efficiency, 2) Potential cost reductions, and 3) Potential contributions for increasing enrollment and/or student success.

DEPARTMENT: Click here to enter text
<i>Opportunities for:</i>
PROCESS #1: Make it easier for students to obtain debit card
Work efficiencies: Make refunds available to students in a more timely manner
Cost reductions: Reduce cost of producing debit cards
Contributions to student enrollment &/or success: Students will have access to funds to buy books in a timelier manner.
Supports Institutional Goal and Objectives: 2.3
PROCESS #2: Collect parking permit fees at the cashier window instead of parking department
Work efficiencies: Improve on student fee collection process. Money will no longer be kept in the safe at the parking department
Cost reductions: This new process will save staff time in the parking department
Contributions to student enrollment &/or success: Student will be able to obtain parking permit and therefore attend classes
Supports Institutional Goal and Objectives: 2.3
PROCESS #3: Click here to enter text.
Work efficiencies: Click here to enter text.
Cost reductions: Click here to enter text.
Contributions to student enrollment &/or success: Click here to enter text.
Supports Institutional Goal and Objectives: Click here to enter text.

APPENDIX A

Imperial Valley College
Analysis of payment methods by students
for the past three calendar years

	2013		2012		2011	
Cash	421,984.89	27.17%	518,166.19	26.94%	594,311.25	28.03%
Check	110,274.94	7.10%	154,897.20	8.05%	261,345.42	12.33%
Credit Card	1,021,126.36	65.74%	1,250,395.95	65.01%	1,264,689.58	59.65%
	1,553,386.19		1,923,459.34		2,120,346.25	

APPENDIX B

Imperial Valley College
Nelnet Data on payment plan agreements
for the past three years

2013-14	570 Agreements
2012-13	927 Agreements
2011-12	2 Agreements

APPENDIX C

Imperial Valley College
Higher One Activation and Preference Report

	2013		2012		2011	
Activated users	1,862		2,184		1,971	
Opened One Account	1,688	90.66%	1,912	87.55%	1,659	84.17%
Ordered Paper Checks	2	0.11%	4	0.18%	8	0.41%
Opted out of One Account	174	9.34%	272	12.45%	312	15.83%
Refunds via Direct Deposit	1,640	88.08%	1,852	84.80%	1,554	78.84%
Refunds Via ACH	173	9.29%	218	9.98%	125	6.34%

APPENDIX C



[Log Out](#)
Welcome: Carlos Fletes (Client Code: 114943)
[Change Password](#)
[Change OneSupport Access Code](#)
[Change Security Questions and Answers](#)
 Imperial Valley College



Activation & Preferences Report

Activation & Preferences Report

Time Period: Select a time period

-- or --

From: 01/01/2013 To: 12/31/2013
(MM/DD/YYYY) (MM/DD/YYYY)

Imperial Valley College	
Card Usage Report	
Cards Ordered from 01/01/2013 - 12/31/2013	
Activated Users	1862 (93% of issued cards)
Opened OneAccount	1688 (91% of active)
Ordered Paper Checks	2 (0% of account holders)
Opted-out of OneAccount	174 (9% of active)
Parents, Friends, Family	0
Current User Preferences	
Cards Ordered from 01/01/2013 - 12/31/2013	
Total Active Users	1862
Online Statement	1688 (100% of account holders)
Refund via Direct Deposit (OneAccount)	1640 (88% of active)
Refund via ACH	173 (9% of active)
Payroll via Direct Deposit (OneAccount)	Not currently enrolled in OneDisburse Payroll. To learn more about OneDisburse Payroll for your college, please contact your relationship manager .
Payroll via Paper Check	
Payroll via ACH	
Disbursements by Method	
from 01/01/2013 - 12/31/2013	
Total Refund Disbursements	18947
Refund via Direct Deposit (OneAccount)	17255 (91% of disbursees)
Refund via Paper Check	19 (0% of disbursees)
Refund via ACH	1673 (9% of disbursees)
Total Payroll Disbursements	Not currently enrolled in OneDisburse Payroll. To learn more about OneDisburse Payroll for your
Payroll via Direct Deposit (OneAccount)	
Payroll via Paper Check	

APPENDIX C



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Activation & Preferences Report

Activation & Preferences Report

Time Period: Select a time period ▼

-- or --

From: 01/01/2012 ▼ To: 12/31/2012 ▼
(MM/DD/YYYY) (MM/DD/YYYY)

Imperial Valley College	
Card Usage Report	
Cards Ordered from 01/01/2012 - 12/31/2012	
Activated Users	2184 (87% of issued cards)
Opened OneAccount	1912 (88% of active)
Ordered Paper Checks	4 (0% of account holders)
Opted-out of OneAccount	272 (12% of active)
Parents, Friends, Family	3
Current User Preferences	
Cards Ordered from 01/01/2012 - 12/31/2012	
Total Active Users	2184
Online Statement	1912 (100% of account holders)
Refund via Direct Deposit (OneAccount)	1852 (85% of active)
Refund via ACH	218 (10% of active)
Payroll via Direct Deposit (OneAccount)	Not currently enrolled in OneDisburse Payroll. To learn more about OneDisburse Payroll for your college, please contact your relationship manager .
Payroll via Paper Check	
Payroll via ACH	
Disbursements by Method	
from 01/01/2012 - 12/31/2012	
Total Refund Disbursements	19664
Refund via Direct Deposit (OneAccount)	18093 (92% of disbursees)
Refund via Paper Check	15 (0% of disbursees)
Refund via ACH	1556 (8% of disbursees)
Total Payroll Disbursements	Not currently enrolled in OneDisburse Payroll. To learn more about OneDisburse Payroll for your
Payroll via Direct Deposit (OneAccount)	
Payroll via Paper Check	

APPENDIX C



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 Imperial Valley College

Activation & Preferences Report

Activation & Preferences Report

Time Period: Select a time period ▼

-- or --

From: 01/01/2011 ▼ To: 12/31/2011 ▼
(MM/DD/YYYY) (MM/DD/YYYY)

Imperial Valley College	
Card Usage Report	
Cards Ordered from 01/01/2011 - 12/31/2011	
Activated Users	1971 (96% of issued cards)
Opened OneAccount	1659 (84% of active)
Ordered Paper Checks	8 (0% of account holders)
Opted-out of OneAccount	312 (16% of active)
Parents, Friends, Family	26
Current User Preferences	
Cards Ordered from 01/01/2011 - 12/31/2011	
Total Active Users	1971
Online Statement	1659 (100% of account holders)
Refund via Direct Deposit (OneAccount)	1554 (79% of active)
Refund via ACH	125 (6% of active)
Payroll via Direct Deposit (OneAccount)	Not currently enrolled in OneDisburse Payroll. To learn more about OneDisburse Payroll for your college, please contact your relationship manager .
Payroll via Paper Check	
Payroll via ACH	
Disbursements by Method	
from 01/01/2011 - 12/31/2011	
Total Refund Disbursements	19380
Refund via Direct Deposit (OneAccount)	18025 (93% of disbursees)
Refund via Paper Check	15 (0% of disbursees)
Refund via ACH	1340 (7% of disbursees)
Total Payroll Disbursements	Not currently enrolled in OneDisburse Payroll. To learn more about OneDisburse Payroll for your
Payroll via Direct Deposit (OneAccount)	
Payroll via Paper Check	

712648

APPENDIX C

Feb. 12. 14

BANNER REFUND PROCESS CHECKLIST

BEFORE RUNNING APPLICATION OF PAYMENT, ASK CARLOS TO UNFLAG TITLE IV FUNDS. WHEN PROCESS HAS COMPLETED, ASK CARLOS TO FLAG FUNDS AGAIN BEFORE CONTINUING WITH THE PROCESS.

TSRCBIL 782558
(Application of Payment)
TGRAPPL # 782561

(Refund List)

TSRRFND (A) # 782562 \$ 3,961,305.85 3926
TSRRFND (U) # 782566 \$ 3,961,305.85 3926

(Mail List)

TSRRFND (A) # 782579 \$ 3,961,305.85 3926
TSRRFND (U) # 782582 \$ 3,961,305.85 3926

G# 722710 Sesion # 461

TGACREV
TGACSPV
TGRCSHR # 782585
TGRFEED # 782586
FURFEED (V) # 782587
FURFEED (S) # 782591
FGRTRNI # 782599
FGRTRNR # 782600 / # _____
FURAPAY # 782601
FGRTRNR # 782604 / # _____
FARINVS # 782606 / # 782905

(Check # 00093949)

CHECK PROCESS: 45
check cancelled
FABCHKS # 782909
FABCHKP # 782910
FABCHKR # 782911
FABCHKA # 782913

DD refunds
DIRECT DEPOSIT PROCESS: 3861
FABCHKS # 782914
FAPDIRD # 782916
FABCHKR # 782920
FABCHKA # 782921

Check Total: \$ 27,066.84

ACH file total: \$ 3,934,239.01

203.00 (600112618)

TGRAPPL # 26,863.84

BANNER REFUND PROCESS CHECKLIST

BEFORE RUNNING APPLICATION OF PAYMENT, ASK CARLOS TO UNFLAG TITLE IV FUNDS. WHEN PROCESS HAS COMPLETED, ASK CARLOS TO FLAG FUNDS AGAIN BEFORE CONTINUING WITH THE PROCESS.

TSRCBIL 774756

(Application of Payment)

TGRAPPL # 774758

(Refund List)

TSRRFND (A) # 774764 \$ 53,893.81 (103)
TSRRFND (U) # 774766 \$ 53,893.81 (103)

(Mail List)

TSRRFND (A) # 774769 \$ 53,893.81 (103)
TSRRFND (U) # 774771 \$ 53,769.21 (102)

G# 700905 Session # 449 900700496 Jonathan Green.

TGACREV /
TGACSPV /
TGRCSHR # 774774
TGRFEED # 774776 53,769.21 - 101
FURFEED (V) # 774778 250.00 (50170695)
FURFEED (S) # 774780 53,519.21 -
FGRTRNI # 774782 791.00
FGRTRNR # 774783 52,728.21 ✓

FURAPAY # 774784 / #
FGRTRNR # 774785 / 774790 / # 900718246 + 124.60
FARINVS # 774791 / # 774973

(Check # 000 93396)

CHECK PROCESS:

776620 (17)
FABCHKS # 774979
FABCHKP # 774981
FABCHKR # 774982
FABCHKA # 774983

Check Total: \$ 15,696.90

TGRAPPL # _____

DIRECT DEPOSIT PROCESS: 84

FABCHKS # 774984 / 776701
FAPDIRD # 774985 / 776702
FABCHKR # 774987 / 776703
FABCHKA # 774988 / 776704
ACH file total: \$ _____ 2202.0

356,001 -
37,031.31 / 300
10,930.10
11,161.41

BANNER REFUND PROCESS CHECKLIST

BEFORE RUNNING APPLICATION OF PAYMENT, ASK CARLOS TO UNFLAG TITLE IV FUNDS. WHEN PROCESS HAS COMPLETED, ASK CARLOS TO FLAG FUNDS AGAIN BEFORE CONTINUING WITH THE PROCESS.

TSRCBIL 770691

(Application of Payment)

TGRAPPL # 770693

(Refund List)

TSRRFND (A) # 770694 \$ 115,100.75 (110)
TSRRFND (U) # 770695 \$ 115,100.75 (110)

(Mail List)

TSRRFND (A) # 770703 \$ 115,100.75 (110)
TSRRFND (U) # 770704 \$ 115,100.75 (110)

G# 77496 Sesssion # 443

TGACREV
TGACSPV

114,962.75 (109)

TGRCSHR # 770715
TGRFEED # 770717
FURFEED (V) # 770719
FURFEED (S) # 770720
FGRTRNI # 770721
FGRTRNR # 770722 / # _____
FURAPAY # 770723
FGRTRNR # 770734 / # _____
FARINVS # 770744 / # _____

(Check # 00093060)

CHECK PROCESS: (8)

DIRECT DEPOSIT PROCESS: (101)

FABCHKS # 770833
FABCHKP # 770834
FABCHKR # 770835
FABCHKA # 770836

FABCHKS # 770837
FAPDIRD # 770838
FABCHKR # 770840
FABCHKA # 770841

Check Total: \$ 4,752.25 +
1,142.00

ACH file total: \$ 110,348.50
1,142.00

TGRAPPL # 5,894.25

109,206.50
136.00
109,068.50

BANNER REFUND PROCESS CHECKLIST

BEFORE RUNNING APPLICATION OF PAYMENT, ASK CARLOS TO UNFLAG TITLE IV FUNDS. WHEN PROCESS HAS COMPLETED, ASK CARLOS TO FLAG FUNDS AGAIN BEFORE CONTINUING WITH THE PROCESS.

TSRCBIL #
(Application of Payment)
TGRAPPL # 763526

(Refund List)

TSRRFND (A) # 763527 \$ 4,410,155.99 3835
TSRRFND (U) # 763529 \$ 4,410,155.99 3835

(Mail List)

TSRRFND (A) # 763532 \$ 4,410,155.99 3835
TSRRFND (U) # 763535 \$ 4,400,216.99 3827
G# 722110 Session # 428 4,399,618.99 3826
4,396,856.99 3824

TGACREV
TGACSPV
TGRCSHR # 763556
TGRFEED # 763557
FURFEED (V) # 763562
FURFEED (S) # 763563
FGRTRNI # 763564
FGRTRNR # 763566 / # _____
FURAPAY # 763567
FGRTRNR # 763570/763572 / # _____
FARINVS # _____ / # 763595/763803

(Check # 000 92714)

CHECK PROCESS: 31

FABCHKS # 763808
FABCHKP # 763810
FABCHKR # 763812
FABCHKA # 763820

Check Total: \$ 24,389.72

TGRAPPL # _____

DIRECT DEPOSIT PROCESS: 3793 +

FABCHKS # 763829 3802 +
FAPDIRD # 763837 1 +
FABCHKR # 763840
FABCHKA # 763841 3803

ACH file total: \$ 4,372,467.27
9,836.00 +

4,382,303.27

737.00 +

4,383,040.27 -

10001600732116674.00 380

11227.36677

10/16/13

BANNER REFUND PROCESS CHECKLIST

BEFORE RUNNING APPLICATION OF PAYMENT, ASK CARLOS TO UNFLAG TITLE IV FUNDS. WHEN PROCESS HAS COMPLETED, ASK CARLOS TO FLAG FUNDS AGAIN BEFORE CONTINUING WITH THE PROCESS.

760500
(Application of Payment)
TGRAPPL # 760501

(Refund List)
TSRRFND (A) # 760504 \$ 202,454.02 (257)
TSRRFND (U) # 760505 \$ 202,454.02 (257)

(Mail List)
TSRRFND (A) # 760506 \$ 202,454.02 (257)
TSRRFND (U) # 760507 \$ 200,755.02 (257) 250

G# 625568 Session # 422 Manual Refund # 271011-600725135 \$ 719.00 +7

TGACREV
TGACSPV
TGRCSHR # 760509
TGRFEED # 760510
FURFEED (V) # 760512
FURFEED (S) # 760513
FGRTRNI # 760514
FGRTRNR # 760517 / # _____
FURAPAY # 760518
FGRTRNR # 760520/760521 / # _____
FARINVS # 760522 / # 760732

199,789.00
199,436.00
Cancelled -966.02
600700475
Cancelled -353.00
900724973 ✓

(Check # 00092433)

CHECK PROCESS: (6)

DIRECT DEPOSIT PROCESS: (251)

FABCHKS # 760848
FABCHKP # 760849
FABCHKR # 760850
FABCHKA # 760852

FABCHKS # 760856
FAPDIRD # 760858
FABCHKR # 760862 / 760863
FABCHKA # 760868

Check Total: \$ 3,668.00

ACH file total: \$ 196,121.00

TGRAPPL # _____

Cancelled Manual Refund
* (6003141) 578
760725135 719.00
195,768.00 ✓

Waiting to...
196,187.00 (249)

BANNER REFUND PROCESS CHECKLIST

BEFORE RUNNING APPLICATION OF PAYMENT, ASK CARLOS TO UNFLAG TITLE IV FUNDS. WHEN PROCESS HAS COMPLETED, ASK CARLOS TO FLAG FUNDS AGAIN BEFORE CONTINUING WITH THE PROCESS.

TSRFBIL 758454

(Application of Payment)

TGRAPPL # 758459

(Refund List)

TSRRFND (A) # <u>758463</u>	\$	<u>1,255,035.15</u>	(1640)
(S) TSRRFND (U) # _____	\$	<u>1,255,035.15</u>	(1640)

(Mail List)

TSRRFND (A) # <u>758490</u>	\$	<u>1,255,035.15</u>	(1640)
(S) TSRRFND (U) # <u>758492</u>	\$	<u>1,253,337.15</u>	(1638)

G# 722770 Sesson # 416

* (Not on file for a refund for 600721304 (PIOM) 600726193 (PIOM))

TGACREV

TGACSPV

TGRCSHR # 758507

TGRFEED # 758509

FURFEED (V) # 758513

FURFEED (S) # 758516

FGRTRNI # 758518

FGRTRNR # 758520 / # _____

FURAPAY # 758522

FGRTRNR # 758525 / # _____

FARINVS # 758526 # 758791

1,252,297.15 (1637)

1,250,885.15 (1637)

(Check # 00092273)

CHECK PROCESS: (17)

FAABATC

FABCHKS # 758930

FABCHKP # 758931

FABCHKR # 758933

FABCHKA # 758934

DIRECT DEPOSIT PROCESS: (1620)

FABCHKS # 758935

FAPDIRD # 758936

FABCHKR # 758939

FABCHKA # 758941

Check Total: \$ 9,971.05 -

(133709) 1,412.00

ACH file total: \$ 1,242,326.10

TGRAPPL # 8,559.05

9/10/13

BANNER REFUND PROCESS CHECK

BEFORE RUNNING APPLICATION OF PAYMENT, ASK CARLO TITLE IV FUNDS. WHEN PROCESS HAS COMPLETED, ASK CARLO FUNDS AGAIN BEFORE CONTINUING WITH THE PROCESS.

TORCPIL 754379

(Application of Payment)

TGRAPPL # 754381

(Refund List)

TSRRFND (A) # 754383 \$ 3,418,253.97
TSRRFND (U) # 754389 \$ 3,418,253.97

(Mail List)

TSRRFND (A) # 754393 \$ 3,418,253.07
TSRRFND (U) # 754397 \$ 3,416,555.97

Manual Refunds

G# 717032 Session # 410

3,414,863.73

600726193 ✓
600727309 ✓

- TGACREV /
- TGACSPV /
- TGRCSHR # 754430
- TGRFEED # 754431
- FURFEED (V) # 754432
- FURFEED (S) # 754439
- FGRTRNI # 754441
- FGRTRNR # 754443
- FURAPAY # 754444
- FGRTRNR # 754449
- FARINVS # 755032 / #

3,414,591.73

339.91

3,414,251.82

1,587.22

3,412,664.60

338

3,410,353.60

(Check # 00091687)

CHECK PROCESS:

295

DIRECT DEPOSIT PROCESS:

3,539

- 755150 FABCHKS # 755057 / 755121 / 755124
- 755151 FABCHKP # 753060
- 755152 FABCHKR #
- FABCHKA # 755155

- FABCHKS # 755156
- FAPDIRD # 755157
- FABCHKR #
- FABCHKA # 755165

Check Total: \$ 36,225.35

ACH file total: \$ 3,376,439.25

TGRAPPL # 35,693.35

3,376,558.00

3,376,558.00

9/16/13 1,179.00

3,376,558.00