

SOUTHWEST MINNESOTA STATE UNIVERSITY

Business Services Internal Procedure

Cashier Services

Cashier services will be available during the following hours:

Monday through Friday.....9:00 am – 2:30 pm

(Extended hours may be available at the beginning of each academic semester.)

Faculty, staff and students may come to the Cashier's Office for the following:

1. Check Cashing (faculty and staff only)
2. Making Deposits to Student Activity Accounts
3. Depositing University Funds
4. Purchasing University Parking Permits
5. Purchase color laser printing cards

Students may come to the Cashier's Office for the following:

1. Pay for tuition, fees, room and board, etc.
2. Pick up financial aid overage checks (only on the first disbursement date of each term, and then all overage checks will be mailed to the student's local address on file)
3. Have withdrawal forms signed
4. Pay parking, library or other fines and fees