

**Virtus Academy of South Carolina  
Cash Receipt Policy and Procedures**

**Cash Receipt**

Payment made out to VASC must be recorded in SmartFusion. VASC accepts payment via the parent portal/credit card, ACH, and check.

After receipt of check payment, a copy of the check must be retained for record. After making the deposit, a copy of the deposit slip must be attached to the Cash Receipt entry. Checks should be deposited into the Deposit Account with 48 hours of receiving the check.