



# Student Body Money Counting Procedures

Money should be bundled as follows:

1's bundled in stacks of \$25 and bound with a paperclip

5's bundled in stacks of \$100 and bound with a paperclip

10's bundled in stacks of \$100 and bound with a paperclip

20's bundled in stacks of \$1,000 and bound with a paperclip

50's can just be bundled together

100's can just be bundled together

Please make sure that 2 people count the money for accuracy and each person signs and dates the GR form.

Make sure money is brought to Business in a locked money bag and that Business has been given a key to open the bag. Do not send cash in the pony.

GR forms should be numbered sequentially increasing by one with each deposit. If you need a GR number please contact Chuck Baylot in Business at Ext. 100341 or at [cbaylot@ogsd.net](mailto:cbaylot@ogsd.net)