Student Body

Cash Handling Procedures

At your site:

• Planning for cash handling is very important.

• Triplicate receipt books to record cash received are required.

• The **white copy** is for the customer, the **yellow copy** is attached to the cash/check and the **pink copy** stays in the receipt book.

• All cash/checks received should be issued a receipt immediately.

• Receipts must be kept in sequential order.

• All cash/checks should be kept in a locked safe.

• Cash/checks **should not** be kept in office/classroom drawers.

• Never issue refunds or reimbursements. All refunds and reimbursements should be processed by the business office.

• Checks cannot be cashed with funds collected.

• Never pay for expenses with cash received.

• All expenses/payments must go through established pre-approval processes.

Deposit Preparation:

• Deposits should be made on a timely basis. Bi-Weekly deposits should be made no matter the amount of cash/checks.

• Deposits should be made when cash exceeds $100 or the end of every other week, whichever comes first.

• Every deposit should be counted by two personnel.

• Balance cash/checks to the receipt book.

• Prepare a Verification/Receipt form. Verification/Receipt form should be signed by both personnel.

• Complete deposits include the cash/checks, the yellow receipts and a balance sheet.

Deposit to Business Office:

• Deposits can be made at any time during normal business hours. • Deposits should include cash/checks, yellow receipts and copy of Verification/Receipt form.

• Keep receipt from business office with your copy of balance sheet.

Cash handling procedures are implemented not only to protect the cash but also the employees. It is not a matter of trust but a matter of protection.