

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

Coins need to be rolled using coin wrappers

Checks should be stamped on the back with the student body endorsement stamp.

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. 10341 or e-mail cbaylot@ogsd.net