

CASH HANDLING PROCEDURE

(School District) employees should not make a practice of sending cash through the inter-office mail. This could result in a citation on an audit of the district's accounting practices, thus being cited in a management letter sent to the Board of Education. Discontinuance of sending cash through the inter-office mail is a **requirement**, not a suggestion.

When cash is sent through inter-office mail, it can be handled by any number of employees. If the cash "disappears," accusations can be made and reputations can be tarnished unfairly. Do not subject (School District) employees to that risk.

If you collect cash, deliver the cash directly to the business office or send a personal check. Please use the "Deposit Transmittal Form" when processing deposits. Identify the account, the amount to be deposited, and the source of the revenues.

If there are any questions regarding this procedure, please feel free to contact the business office.

(Chief Financial Officer)