

Administrative Regulation

Cash Receipts, Collection and Delivery Procedures

The following methods are to be used in processing cash receipts, and for collection and/or delivery of funds to accounting.

All Schools

Pre-numbered receipts are to be issued in triplicate for all cash or checks received. Give the original to the person making payment. The second (yellow) copy is to be delivered to the accounting section of the Office of Business Services, together with the money. Retain the third (pink) copy for your records.

Indicate clearly on the receipt what the payment is for, such as a lost book, to ensure credit to the budget of the proper department. If a receipt is spoiled, mark it "void" and treat in the same manner as above, except send the voided original and second copy to the accounting section. Refunds are not to be made from cash receipts. All money sent to the accounting section must be supported by a receipt.

Elementary and Intermediate Schools

Receipts and money should be mailed to the accounting section at least once per month. This may be done by regular school mail or messenger. If a student finds and returns a district or state textbook at a later date, a Revolving Cash Fund notice (Form 9702.26) should be sent to the accounting section, asking for a refund check to be made to the person involved. Refer to the original receipt issued. Be certain to give the address where the check should be mailed.

High Schools

Make out deposits in triplicate on the appropriate bank forms. Send original and one copy with deposit and keep one copy for your records. Deposits are to be made at least once per week or more often, if necessary. Place money and the accounting section (yellow) copies of the receipts covering the deposit in a locked bag, furnished by the district. Deliver the moneybag to the cafeteria manager and obtain manager's signature on a receipt card. Deposits will be picked up with the cafeteria funds and delivered to the accounting section for verification and deposit. Stamp all checks "for deposit only" as soon as received.

All refunds must be paid from the petty cash fund of the school. This includes refunds on shop cards and lost books which are later found and returned.

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