



# Douglas County School System

P.O. Box 1077 ~ Douglasville, GA 30133 ~ 770-651-2000 ~ www.douglas.k12.ga.us

Mr. Trent North, Superintendent

## AFTER SCHOOL PROGRAM

### ASP PAYMENT BOX ACCESS FORM (FIN-613)

**TO:** Finance Office (Attn: Assistant Accountant)

**FROM:** \_\_\_\_\_ Principal

\_\_\_\_\_ School

**DATE:** \_\_\_\_\_

Access to the school's ASP payment drop box must be limited to the principal and one designee (usually the ASP bookkeeper). Each employee must have their own personal access code. The form must be completed each time a change in access to the ASP payment drop box occurs.

The following is a list of the school personnel with access to the school's ASP payment drop box:

### ASP PAYMENT DROP BOX ACCESS

Employee Name (print)	Employee Signature	Date	Position
			Principal
			Principal's Designee (usually ASP Bookkeeper)

The above personnel have read and signed an ASP Payment Box Access Code Confidentially Agreement (FIN-614).

The original copy of this form and each original signed confidentially agreement must be sent to the Finance Office (Attn: Assistant Accountant) via school mail. A copy of this document must be kept on file with the school's annual financial records.

*The Standard of Excellence*