

**DOUGLAS COUNTY SCHOOL SYSTEM
MONEY HANDLING PROCEDURES (FIN-640)**

In order to receive funds in the name of the school, I understand I must follow the following procedures at minimum:

- I am the only person authorized to accept payments/issue receipts from the receipt book I have been issued. (Exception: yearbook sales, book fairs, etc. See your office manager/bookkeeper for direction.)
- No funds should be stored in or on personal property.
- Employees are not allowed to collect/handle funds raised for support organizations (PTSA, booster clubs).
- All money collected must be properly receipted using an official Douglas County School System receipt.
- The Report of Money Collected Receipt Book can only be used to process payments of \$20 or less and each student must sign their own name on the receipt. (Exception: book fairs, school store)
- All receipts must be issued to the person from whom the money was received.
- When accepting checks and money orders, the student's name should be written on the check or money order. Two-party checks are not acceptable. Post-dated checks are not allowed under any circumstances.
- Receipts must indicate whether cash or check(s) was received. Check numbers must be recorded on the receipt when applicable. Receipts must indicate the purpose of the payment.
- The official DCSS receipts are prepared in triplicate. The white copy is given to the person to whom the receipt was issued, the yellow copy is turned in to the office manager/bookkeeper and the pink copy remains in the receipt book.
- When a receipt must be voided, all copies must be returned to the receipt book and marked "Void".
- All funds must be recorded on a Money Tally Form prior to turning in to the office manager/bookkeeper.
- Employees must turn in money to the office manager/bookkeeper each day by the time designated by the principal. If the office manager/bookkeeper is unavailable, it must be turned in to the principal or their designee. Students are not allowed to transport money to the office manager/bookkeeper.
- The office manager/bookkeeper or principal (or designee) must sign/date the Money Tally Form when receipts are turned in.
- I will be responsible for making restitution if funds are lost/stolen due to procedure violations.
- Loss of funds due to negligence or fraud is an offense reportable to the PSC and can result in disciplinary action.

(Office Manager/Bookkeeper Signature)

(Date)

(Employee Receiving Receipt Book Signature)

(Date)

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