

OTHER REVENUES

CD (R)

COLLECTION OF MONEY

Cash should be organized when submitted to the District cashier or school financial secretary. All monies received must be submitted in the same form as collected. A staff member's personal check may not be substituted for cash collected.

All monies collected shall be receipted and deposited daily to the appropriate District account at the District depository.

PRE-NUMBERED RECEIPTS

Pre-numbered receipts must be issued for all revenue received. A pre-numbered receipt should be issued immediately by the person receiving the cash.

Receipts must be completed in their entirety. The original receipt shall be issued to the person turning in the money, with the carbon copy retained in the receipt book.

Student activity fund sponsors may use the class receipt record instead of pre-numbered cash receipts for small multiple collections.

PROCEDURES

Procedures for the receipt of money can be found in section 9 of the Student Activity Fund Accounting Manual.

ISSUE DATE: 7/21/98