

3006
Controlling Receipts

1. No person, including school employees, shall be permitted to cash personal checks.
2. All receipt books and deposit books will be pre-numbered.
3. When checks are received, they will be marked on the back "For Deposit Only" and deposited as soon as possible.
4. The Hot Lunch Fund shall have deposit ticket numbers and dates put in the corresponding receipt books.
5. Receipt of Monies
 - a. All receipts shall be counted as soon as possible after they are received.
 - b. When feasible, two or more persons shall count the receipts, and record the amount collected on a receipts form and initial the receipts form.
 - c. The monies will then be sealed in an envelope or locked in a money bag and deposited directly at the district's depository institution. If the district's bank is not open or inaccessible, the envelope/money bag may be locked in the district's safe until it can be delivered to the bank.

Adopted on: April 8, 2008

Revised on: _____

Reviewed on: December 13, 2011; February 10, 2015; December 11, 2018