

Business and Operations

CASH RECEIPTS

SP 3260.00

Under most circumstances, the collection of cash by employees from clients as payment for goods and/or services is discouraged. However, the County Superintendent does allow employees to accept cash from individuals or approved agencies in payment for authorized services or activities, such as workshops, printing, class fees and supplies. The County Superintendent assigns responsibility and accountability to all employees to safeguard funds received on behalf of the County Office and to follow established procedures governing cash receipts.

All payments to the County Office shall be kept in a secure area and submitted to the Administrative Receptionist on a timely basis. Timely submission of payments minimizes potential loss of funds and maximizes investment of funds on deposit.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: 05/13/2003