

**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." They will be listed on deposit slips and deposited weekly, at a minimum, and sooner if the combined receipts of the district's accounts exceed \$500.00.
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 on the date they are received.
  - b. Two or more persons shall count the receipts, record the amount collected on a receipts form, initial it, and give it to the superintendent.
  - 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: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_