

Central Consolidated Schools

Record of Transfer of Funds

Whenever funds in locked or sealed containers/bags are transferred between individuals. The form should contain:

- Name of Shipper/Funds Custodian: name of the person currently in possession of funds
- Name of Consignee: name of person taking possession of funds
- Identification # of Container/Bag: serial number of tamper evident bag

The individual turning over the funds should secure a copy of the transfer form as evidence that the funds were turned over.

Following this procedure ensures the protection of individuals involved in transactions and provides a clear audit trail. The last person in the audit trail can be held liable for any loss should the funds not be deposited at the bank in a timely fashion.