Central Consolidated School District

Cash Receipts Procedure using District provided Receipt Book

Every time you receive cash, money orders and/or a check from an individual making a payment, from a fund raiser, or food service, you must issue a receipt to the individual, the sponsor of the fundraiser or food service. If you receive a check in the mail and it has a stub, stamp date the stub and in the "Received From" part of the receipt, put Postal Mail.

1. Write out a receipt.

2. There are four colors per receipt in each book. *(Please press hard when writing out the receipt so that it shows up on the golden rod copy.)*

   a. Give the white copy to the individual making the payment,
   b. yellow copy send with deposit slip and documentation to Finance Department,
   c. pink copy attach to school's copy of the documentation, and the
   d. golden rod stays in the receipt book.

3. Stamp each Check and/or Money Order with "For Deposit Only".