
Cash Handling Procedure (FSD-P005)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Food Service Department Processes cash and checks.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Food Service Director

Approval Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Food Service Staff

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE: -

- 5.1 Food service receives cash or check for services.
 - 5.1.1 Calculate cash and check amount.
 - 5.1.1.1 Enter cash amount into the bank deposit screen on the food service computer.
 - 5.1.1.2 Fill out deposit slip with total deposit amount.
 - 5.1.1.3 Include calculator tape for the checks.
- 5.2 Follow bank instructions for bagging cash and checks.
- 5.3 Lock bag in freezer or storage room overnight.
- 5.4 Take deposit bag from previous day. (food delivery driver does this)
- 5.5 Take all bags collected from the sites and deliver them to the night drop in at bank. (Driver)
- 5.6 Pick up processed bank receipts once a week. (Driver)
 - 5.6.1 Take receipts to the food service office. (Driver)

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Bank Deposit Receipt
- 6.2 Bank Deposit Instructions

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Documents 6.1 through 6.2	Food Service Dept.	3 Years	Shredded	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
11/01/2005	B	Add additional staff to 2.0; correct staff title in 3.0; add definitions to 4.0; add language to 5.0, 6.0 and 7.0
03/17/2016	C	Remove staff from 2.0; remove all definitions from 4.0; adjust language in 5.0, remove 6.3

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