
**VERIFICATION OF CREDIT CARD DEPOSIT
(FSD-W001)**

Milford Public School District

1.0 SCOPE:

- 1.1 This work instruction outlines the procedure for verification of credit card deposits..

The on-line version of the work instruction is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Food Service Director

3.0 APPROVAL AUTHORITY:

- 3.1 Food Service Director

Approval Signature on File

Signature Date

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools

5.0 PROCEDURE:

- 5.1 The Food Services Department receives prepayment summaries from schools weekly highlighting credit card deposits.
- 5.2 Food Service Department verifies Fleet Bank's account detail report with student prepayment reports.
- 5.3 Food Service Department, after verifying all information is accurate, types up receipt voucher, by date and by school making three (3) copies; one for Food Services Office Files and two for the Finance Department.
- 5.4 All credit card deposits are entered into Quick Books by date and by school; daily and weekly.
- 5.5 All credit card deposits, for all schools, for the month are totaled and verified against the end of the month credit card prepayment summary report.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 -None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #</u>	<u>Description of Revision</u>
08/25/2003	A	Initial Release

*** E n d o f p r o c e d u r e ***