

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS
& HEARING LOSS

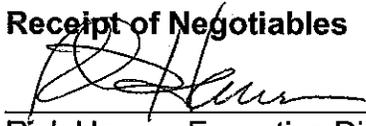
PROCEDURE: **6015P**

Adopted: **September 14, 2007**

Revised: **June 16, 2016**

SUBJECT: **Receipt of Negotiables**

Approved by:


Rick Hauan, Executive Director

The following requirements are necessary to ensure the safeguarding of negotiables (i.e. cash, money orders, checks, etc.) received through the U. S. Postal Service, campus mail, etc.

- All mail received through the U. S. Postal Service and delivered to the Business office by consolidated mail services will be processed as follows:
 - Mail will be delivered to the administration office (front desk of the administrative offices).
 - In order to ensure the proper accountability for negotiables, all mail will be opened, except mail marked "personal/confidential" or mail addressed to a student. Two (2) people will be present when opening the mail.
 - Any negotiables (i.e., cash, money orders, checks, etc.) are logged into the "Money Log" and are signed off by both individuals opening the mail.
 - The negotiables are logged in daily and a receipt is issued (if applicable). Receipt numbers are posted to the "Money Log" daily.
- Negotiables received other than by mail:
 - Any staff member who receives negotiables for the agency from any source will deliver that negotiable to the Business Office within one business day of receipt. The staff member is fully responsible for the negotiables until s/he delivers negotiables to a member of the Business Office.
 - Negotiables are not to be sent through the inter-campus mail.
 - Negotiables are not to be delivered to the Business Office by students unless accompanied by a staff member.
 - A receipt log will be kept by the cottages of all cash, checks and/or money orders given to cottage staff by students/parents to be deposited into the students account. The log will be audited periodically (at least once a month).
- A receipt will be written by a member of the Business Office upon receipt of any negotiable and placed in the safe until deposited. The safe will be locked during non-business hours.
- Negotiables will be totaled and deposited daily or by the close of business the next working day by a Business Office/Human Resources or a designated (by

the business office) staff member other than the staff member who received the negotiable and prepared a receipt.

- The Director of Business Operations is responsible to compare receipts, deposits, bank reconciliations, and ledger postings periodically (at least once a month) .

Legal Reference: OFM 85.50.20; U. S. Postal Regulations