

Corbett School District
Responsible Money Handling Practices
Concessions, Athletic Gates & Fundraisers

CASH BOXES

- Should be requested from the advisor allowing sufficient time for preparation.
- Should be picked up as close to the time of the event as possible.
- Must always be kept in a secure location and in double custody whenever possible.
- Prior to sales, an adult advisor should verify start-up cash and initial cash reconciliation form.
 - **Gates** - Pre-numbered tickets must be used.
 - Write down the beginning and end number of ticket rolls for reconciliation purposes.
 - Include reconciliation of tickets issued & cash received when box is returned.
- An adult advisor should be assigned to each cash collection site to monitor cash handling.
- The use of counterfeit detection pens is encouraged for **5** bills \$20 & over.
- At the end of the event, cash must be counted by two people, denominations entered on the cash reconciliation form and signed by both people counting.
- Cash box must be returned to the school safe as close to the end of the event as possible.
 - **Cash/checks may never be deposited to a personal bank account.**
 - **Payments may NEVER be made from this cash.**
 - **During summer or other school breaks you may contact the Business Office at 503-261-4268 for deposit of funds.**

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