

**CLASSIFICATION: Business and Noninstructional
Operations**

**ADOPTED: 9/13/95
REVISED:
REVIEWED: 2/23/16**

SUBJECT: Cash Receipts

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The County Superintendent of Schools authorizes employees to accept cash from individuals or approved agencies in payment for routine authorized services or activities, such as publications, workshops, printing, and supplies. The County Superintendent of Schools assigns responsibility to all employees to safeguard funds received on behalf of the San Diego County Office of Education.

All payments to the County Superintendent of Schools shall be kept in a secure area and immediately hand-delivered to Internal Business Services/Accounts Receivable with an explanation of the reason for each payment and the name of the payor. Immediate submission of payment minimizes potential loss of funds and maximizes investment of funds on deposit.