PETTY CASH

Use the Rockingham County Request for Payment form when requesting Petty Cash.

The Branch Manager must sign all Petty Cash purchase receipts.

Each receipt needs to be labeled to ensure that payment can be billed to the proper account.

You may cash in your receipts at any time - you should not wait until your petty cash funds are exhausted.

CASH DRAWER RECEIPTS

Every morning balance the cash drawer using the forms provided. Cash drawer should always have designated amount as outlined in 5.3 Financial Control Policy for your branch. All funds should be kept secure until depositing.

Every Tuesday, prepare weekly deposit to send to the Finance Office on Wednesday, securing money and receipt form in the lockable cash bag furnished for this purpose. (Send a copy of the completed receipt form to the Administrative Librarian at the Library Office.) The Finance Office will check in these monies, returning a receipt in the empty bag.

COUNTERFEIT MONEY

When you receive bills greater then $10.00 from patron, check the bills with the counterfeit money pen. If the bill is counterfeit hold onto the bill and call the police. Explain to the patron what has happened in a quiet and confidential manner. Ask if they will remain in the library to speak to the police when they arrive. The police may be able to track down the origin of the money.