

## 3357:13-17-102 Incoming Mail/Cash Procedure

All Business Office Mail is delivered to the Human Resources Assistant on a daily basis. The Human Resources Assistant sorts the mail by each area and makes a log of all cash, checks, and charges. The items on the log are delivered to Accounting Services. A "Receipts Log" is prepared that includes all the cash, checks, and charges on that day. The Receipt Log is then approved by the Director of Accounting Services to verify account number accuracy. The Receipt Log is then given to the Accounting Clerk, who then enters the receipts into the computer system and records appropriate receipt number.

Effective: June 2, 2020

Next Review: June 1, 2025

Review Dates: 6/20/06, 11/4/11, 6/2/20