



## Clayton County Public Schools District

### *Acknowledgement of Cash Handling Policies and Procedures*

Strong internal controls for cash handling are necessary to safeguard District funds. They are designed to safeguard and protect employees from charges of mishandling funds by defining their responsibilities in the cash handling process. Cash is defined as coins, currency, checks, money orders, and any equivalents including, but not limited to, items with cash value.

Clayton County Public School (CCPS) employees are the only authorized individuals to handle or collect cash for this District and are exclusively and strictly liable for properly safeguarding cash he or she collects for the District. All District employees have a fiduciary responsibility to the District to handle cash transactions in accordance with the Guidelines for Handling District Funds. CCPS personnel are strictly prohibited from investigating or recovering matters of missing, lost, or stolen cash independent of CCPS Internal Audit Department and CCPS Safety & Security. All lost, missing, or stolen cash must be reported to CCPS Internal Audit Department immediately upon knowledge or suspicion. If any CCPS employee handling funds is found negligent or have violated procedures with handling funds, he or she will be held liable for making immediate restitution to the District for any funds or value of any assets lost or stolen. Disciplinary actions up to and including termination of employment and/or criminal sanctions may be pursued.

I acknowledge receipt of the document titled, *Guidelines for Handling District Funds*. I agree to accept responsibility for the accounting and control of cash in accordance with such policies and procedures. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their abilities per CCPS Board Policy DIE (Fraud, Waste, and Abuse).

I also acknowledge I am not permitted, under any circumstances, to open a bank account or purchase products/services for the District or the benefit of the District without obtaining written authorization from the School Principal and/or Department Head.

I understand this document does not provide authorization to order, purchase, or commit funds for service/products on behalf of the District.

I understand all funds collected on behalf of the District on school grounds or off campus during a school or CCPS related function to include but not limited to curricular, extra-curricular, sporting activities, routine business, or special events must be accounted for by following the *Guidelines for Handling District Funds* for collecting, recording, safeguarding, and depositing school/District funds.

I have read and understood the document titled *Guidelines for Handling District Funds*. I further understand failure to comply with these procedures or comparable updates to these procedures could result in disciplinary action up to and including termination and possible criminal sanctions. This agreement shall be signed annually and remain binding during the course of my employment with Clayton County Public Schools.

Date: \_\_\_\_\_

Employee Name (PLEASE PRINT): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*This signed form must be on file for all CCPS District employees with cash handling responsibilities. Upon execution of this form, the signee is granted the authority to collect monies for authorized activities to benefit student achievement for the District. The terms of this agreement shall not negate CCPS Board Policy.*