3-05/080.20 - Deposit

When a shortage has occurred, the amount of money actually on hand shall be deposited. The original of the cash difference or overage report shall be attached to the back of the Transmittal of Miscellaneous Fees (SH-AD-359) and the copy shall be attached to the unit's record of the transaction.

Under no circumstances shall a deposit be delayed pending an investigation into the circumstances of a shortage or overage.