

## **6-35/113.20 Monies And Receipts**

Monies and receipts brought to the office by the keepers or field personnel, shall be counted and signed for by the office supervisor or designee, who shall immediately apply them to the case. If a large quantity of cash is collected, a special deposit shall be processed immediately. If the office receiving the funds is not the originating office, an inter-office bank deposit shall be made and a comment entered in MAPAS, indicating the amount collected and the keeper's receipt number.

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