

## **6-35/114.00 Non-Originating Office Responsibilities**

Monies and receipts brought to the office by the keeper shall be counted and signed for by the office supervisor or designee. If a large quantity of cash is collected, a special deposit shall be processed immediately. An inter-office bank deposit (special deposit) shall be made in addition to performing the following:

- Notifying the originating office by telephone.
  - Entering a Comment in the legacy system, indicating the person notified, the amount collected and the keeper's receipt number. Enter seven (7) days to calendar the Comment to print at the originating Office. The originating office shall notify the receiving office if the deposit documents have not been received.
  - Making copies of the Miscellaneous Receipt, Bank Deposit Slip and any checks levied upon. Batch these items on the non-originating office's Bank Deposit Spindle.
-