

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0578 (FS)  
Effective Date: 03/03/00  
Person Responsible: Director of Fiscal Services

Subject: Cash on Hand  
Last Revision: 08/01/2021

Approvals/Date: Brent Chan 8/13/21 Sean [Signature] 8/6/21  
Superintendent, WCBDD Date Department Director Date

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|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. All cash received must be hand delivered to the Fiscal Office on the same business day between 8:00 am – 4:30 pm.                                 |
| 2. If the cash is received after business hours, it must be secured on Board property until delivered to the Fiscal Office on the next business day. |
| 3. Cash must be accompanied by a pre-numbered receipt with a brief explanation of origin.                                                            |
| 4. Receipt must have the name of employee who received and delivered cash to Fiscal Office.                                                          |
| 5. At NO time is a department or individual to retain cash.                                                                                          |

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