

## Dental Hygiene

- The Dental Hygiene department should be sending monthly deposits during the semester.
- The deposit will contain a deposit report detailing the dates and deposit amount.
- There will be a cash count sheet per each deposit date attached to the deposit report.
- Verify the deposit amount matches the deposit report.
- If it does not, mark the correction and make a copy to send back to the department.
- After you have accounted for all the deposit combine the cash and verify amounts match the total deposit.
- Write a **District** receipt for the full month deposit.
  - Budget Code: 11 F00 1000 0 0000 0573 8849
  - Dates: 7/5/18 to 7/30/18 (example)
- District Receipt Distribution
  - White Copy- Send back to department in deposit bag (with copy of adjustments if needed)
  - Yellow Copy- AR (Nancy Dizon) with all other District receipts for the day.
  - Pink Copy- To be filed in office.
- Initial and date the deposit report. Also, note what deposit bag was used and District receipt number used.
- File deposit reports in file folder in filing cabinet.
- At the end of the Fiscal Year, the reports will be archived.

Updated 2/7/19

