



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 17-019

To: Chief Business Officials, Business Managers, and Accounts Payable Departments

From: Karen Deller, Senior Director, 
District Advisory Services

Date: June 14, 2017

Re: Cash Deposits

The Monterey County Office of Education District Advisory Services Department is updating the procedure for cash deposits to ensure we can provide an efficient process for all our customers.

Please have your cash deposits in a sealed tamper-proof bag with the "Currency and Loose Coin Count Form" completed and attached.

- All incoming Cash deposits will be required to have a "Currency and Loose Coin Count Form" attached. This form must be completed in its entirety, signed and dated by the preparer and the approver at the District's Office. An updated version of this form is included.
- Any deposits that are **not** in a sealed tamper-proof bag will be counted and verified with you at the point of delivery and we will issue you a batch receipt with the verified dollar amount before you leave our department.

Important note: the Monterey County Treasurer's Office does **not** accept rolled coin; please separate coins by denomination in bags or envelopes

Should you have any questions, please contact me at 831-755-0376 or kdeller@montereycoe.org.

**MONTEREY COUNTY OFFICE OF EDUCATION
CURRENCY & LOOSE COIN COUNT**

<u>CURRENCY</u>		
	COUNT	EXTENDED AMOUNT
100 x		\$ -
50 x		\$ -
20 x		\$ -
10 x		\$ -
5 x		\$ -
2 x		\$ -
1 x		\$ -
Total:		\$ -

<u>LOOSE COIN</u>		
	COUNT	EXTENDED AMOUNT
1.00 x		\$ -
.50 x		\$ -
.25 x		\$ -
.10 x		\$ -
.05 x		\$ -
.01 x		\$ -
Total:		\$ -

TOTAL CASH

\$ -

* This form is required for all cash deposits

PREPARED BY: _____
(District)

APPROVED BY: _____
(District)

DATE: _____

DATE: _____

MCOE VERIFIED BY: _____

DATE: _____

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TOTAL CASH

\$ -

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