

Coachella Valley Unified School District



Site/Department Cash Collection and deposit procedure summary;

1. All Deposits should be made weekly. Large amounts of money (\$50 dollars or more) collected should be deposited daily.
2. Receipts must be district issued sequentially numbered receipts. Anytime a new receipt book is used, please make a note on the first deposit of that particular receiptbook.
3. Deposits can be made via district mail in a locked bag. Always keep any funds collected in a school safe or in a locked and secure cabinet (discuss location to keep funds safe with immediate supervisor).
4. Deposits must include all receipts (voided receipts also), a cash collection report and all funds collected.
5. Site will receive a district Galaxy receipt.
6. Do NOT leave any collected funds un-deposited over the breaks, including weekends, holidays, winter break, spring break and summer break.

If you have any questions, please contact 760-848-1056

Non-employee Re-imburements;

Please process any reimbursement requests by submitting a non-employee reimbursement request form in School Stream with all applicable documentation. Receipts must be itemized and legible. Once the form is fully approved, a check will be issued in the name of the parent/legal guardian.

Thank you

Updated January 2024