

# Oklahoma City Public Schools

## Collections & Receipts SAF Process

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### Cash Count Sheet, Receipting, Preparing Deposits, Teacher/Sponsor Receipt List \$20 or less

#### (As Needed) Cash Count Sheet:

- 1) Each time a sponsor delivers funds to Financial Secretary (FS) a completed cash count sheet must be included. The FS will verify the funds delivered. Sponsors should NOT be allowed to leave cash without the cash count sheet. The sponsor is required to wait for the FS to complete and present a white receipt which agrees with the cash count sheet.
- 2) The FS must use the cash count sheet each time he/she does the total deposit at the end of the day. Keep the cash count sheet with the yellow deposit slip.

#### (Each time) Write a receipt

- For all cash, check, money order, or cashier's check the FS must write a pre-numbered receipt from an OKCPS receipt book. For instructions on how to fill out a receipt see 'Receipt – Deposit Completion' link in the forms section.

#### (Each Time) Enter into SAP

- 1) On each receipt write the cost center and the GL number.
- 2) Enter completed receipt in SAP using transaction code FBCJ (for instructions see FBCJ (SAP Recording Receipts and Correcting Entries) under section 7).

#### (Each day) At the end of the day

- 1) Total all receipts and post in the receipt book the total dollar amount of receipts for the day at the bottom of the last receipt copy.
- 2) Complete a cash count sheet to obtain a complete count of all the cash and checks. This should equal the amount of total receipts written at the bottom of the last receipt copy.

#### (Each day) Make out deposit slip and drop the deposit

- 1) The deposit slip should have two initials of those that verified the cash. Also it should have the receipt numbers that make up the total amount of the deposit (Ex: Receipt #s 154685-154689).
- 2) For bag and safe instructions see courier services section.

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Forms associated with this process are available in the forms section of this process on the School Finance Resource Page (SFRP)

Forward questions to [activityfunds@okcps.org](mailto:activityfunds@okcps.org)