



RECEIPTING PAYMENTS PROCEDURE (ACC-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of receipting payments in the Finance Department of Clarksville-Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Accounting Section

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Accounting Section receives check, cash, money order, or credit card payments for payment of invoices and miscellaneous cash receipts.
- 5.1.1 Accounting associate verifies that check amount is correct to cover all invoices submitted for payment.
- 5.2 Each payment is keyed for each individual invoice or miscellaneous cash receipts into payment processing program.
- 5.3 After all payments in the batch are keyed, the batch is output to obtain a payment entry proof report.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Payment Entry Proof Report
- 6.2 Invoices

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Payment Entry Proof Report, Invoices	Current & previous fiscal years kept in Accounting Office, then moved to storage areas	6 years	Recycled	Secured building, vault & storage room

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/10/04		Initial Release
4/12/07	A	Update procedure and flowchart to MUNIS
8/16/17		Updated logo.
3/16/22	B	Updated by Martha M. – added “credit card payments” to section 5.1



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