PARTNERS FOR HEALING

Policies and Procedures

# Name of Policy: Cash Receipts

Date: 04/06/2011

Revised: 07/06/2022

**Policy:**

Supporting documentation is required to produce a cash or check receipt.

**Procedure:**

1. Cash or Check Received
2. Opened and stamped by clinic administrator or executive director
3. Given to financial coordinator for completion of deposit slip
4. Deposit slip checked and initialed by executive director
5. Deposit made by financial coordinator