



## DEPARTMENT POLICY AND PROCEDURES

Subject: Summer Program – Transport Sheets and Money Handling

Policy: It is the responsibility of each employee to accurately account for and safeguard food, equipment and money collected and handled during the Summer Program.

### Procedure for Implementation:

1. Each employee must attend employee orientation to be instructed on department policy and procedure before they can work summer program.
2. The delivery driver must accurately complete a Transport Sheet to account for the transfer of all food, equipment and money between sites. The feeding site manager or authorized employee is required to verify the accuracy of the transportation sheet at the end of each day.
3. Petty cash will be issued to each summer feeding site. Outside sites (parks, recreation centers, other schools, etc.) will receive fifteen dollars for petty cash in a sealed envelope each day. All petty cash and money collected at the site must be returned to the production kitchen in a signed, sealed money envelope at the end of each business day.
  - a. When petty cash is not used, return the “unopened” petty cash envelope to the delivery driver at the end of the day.
  - b. When petty cash is used, enclose the petty cash envelope with all money collected in a sealed money envelope and provide it to the delivery driver at the end of the day.

SLCSD school sites will be issued fifteen dollars for petty cash on the first day of service, to be maintained and returned in full to the Child Nutrition Office on the final day of operation.

4. Money collection and meal counting must be performed by the feeding site manager or authorized employee. Do not accept checks.
5. **Keep money in the cash box (school site) or the money pouch (outside site) at all times – NO EXCEPTIONS.** Immediately report to your supervisor if money is lost, stolen or mishandled.
6. At the end of meal service, two employees must verify the amount of money received, enclose the cash in a sealed money envelope and sign the envelope [use ink] to verify accuracy. If the money does not match the amount of meals served, an explanation must be written on the money envelope.
7. At the end of each work day, outside site managers will provide the delivery driver their sealed money envelope(s) and day end paperwork to be transported back to the production kitchen. SLCSD school site managers will perform this task at the end of each work week.
8. A copy of this document will be posted at each production kitchen, school kitchen site and included with each outside site information packet. Failure to follow procedures as specified herein may result in disciplinary action, which may include termination of employment.

## CHILD NUTRITION SERVICES

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