

DEPOSIT PROCEDURES DURING SECRETARY ABSENCES

When the secretary is absent, it is the Principal's responsibility to secure all cash and checks in the campus safe or vault. The Principal should contact Business Services for assistance when necessary. See guidance below.

Secretary Absent 5 Consecutive Business Days or Less

If the secretary is absent for 5 consecutive business days or less, the Principal should secure all cash/checks in the campus safe/vault and wait for the secretary to return.

Secretary Absent 6-10 Consecutive Business Days

If the secretary is absent for 6-10 consecutive business days, the Principal should contact Business Services for assistance with deposits. A Business Services representative will visit the campus to help prepare deposits 1-2 times per week.

Secretary Absent More Than 10 Consecutive Business Days

The Principal should consider hiring a substitute in the secretary's absence if the absence will last longer than 2 weeks. The secretary should train the substitute if possible. If training by the secretary is not possible, the Principal should contact Business Services for continuing support and training for the substitute.