## **CHECKS RECEIVED BY MAIL**

Mail should be opened by someone who doesn't have the ability to record revenues in the finance system. The person who opens the mail should restrictively endorse all checks, and then log all checks on this form. That person will then bring the checks and this completed form to the finance secretary, who will make sure all checks have been included on the form. Then both people will sign the form, which will then be filed with the daily deposit documentation.

DATE:	_		
Who sent the check?	Check #	Amount of Check	Reason for Payment
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PERSON WHO OPENED MAIL	.:		
	F	Printed Name	Signature
FINANCE SECRETARY	<i>.</i> .		
I IIVANGE SEGRETART		Printed Name	Signature