	Montana Mental Health Nursing Care Center **Policy Manual**	**Policy Number**	**309**
		Original Date	**09/30/1987**
	Department: Business Office	**Revised Date**	**01/09/2014**
	Receipt and Deposit of Resident Account Checks		

POLICY:

The Montana Mental Health Nursing Care Center will receive and deposit incoming resident checks.

PROCEDURE:

1. All incoming resident checks will be endorsed immediately upon receipt with the Resident Accounts endorsement stamp and recorded in the check receipt log.

2. All incoming resident checks will be kept in the facility safe until they are deposited at the bank. Deposits will be made weekly or more frequently if cash totals $100.00 or checks total $500.00

3. A deposit report will be prepared, signed, and dated by the Resident Services Technician designee

4. The deposit report, the resident checks, and a tape showing the total of the checks will be given to the Office Supervisor or designee. The Office Supervisor will prepare a bank deposit slip showing the date of deposit, the deposit report number, and the total amount of the checks listed on the deposit report. The Office Supervisor will take the checks and the total tape to the bank for deposit.

5. The Office Supervisor or designee will sign the deposit report and attach the bank deposit receipt to the report. The Office Supervisor will ensure the deposits are recorded on the Keane System.