

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>312</b>
		<b>Original Date</b>	<b>01/24/1985</b>
		<b>Revised Date</b>	<b>01/09/2014</b>
	<b>Department: Business Office</b>	<b>Resident Funds Deposits and Withdrawals</b>	

**POLICY:**

The Montana Mental Health Nursing Care Center will account for all resident withdrawals and deposits.

**PROCEDURES:**

1. All resident's cash withdrawals deposits must be documented by use of one or more of the following methods:
  - A. Cash Withdrawal Slip (Attachment #1)
  - B. Sequential numbered receipt book
  
2. These documents can be obtained from the Resident Service Technician, Secretary or Office Manager.
  
3. **Cash Withdrawals**
  - A. Resident cash withdrawals may be made between 9:00AM and 10:00AM
  - B. When cash is withdrawn by a resident, the Cash Withdrawal Slip (Att.#1) must be completed and signed by the resident prior to disbursement of the money.
  
4. **Cash Deposits**
  - A. Cash deposits may be made for a resident between the hours of 8:00AM and 5:00PM, Monday through Friday.
  - B. Upon deposit of the money, a copy of the numbered deposit receipt will be given to the resident, if requested. A copy of the receipt will be attached to the deposit report.
  - C. Cash that needs to be deposited after usual business hours will be safeguarded until it can be deposited.