



## **EMPLOYEE ACKNOWLEDGEMENT FORM ANNUAL TRAINING ON ACCEPTABLE PRACTICES RELATED TO CASH HANDLING**

I, \_\_\_\_\_ have received training on the procedures, forms, and expectations related to cash handling and fundraising.

I understand the procedures and agree to comply with all procedures. If, in the future, I do not understand a procedure or am unsure of the correct procedure, I will seek guidance from the Principal and/or his/her designee.

I understand that all cash, checks, money orders, and any other form of payment received in association with my employment with Manassas City Public Schools in any capacity must be promptly turned over to the school Bookkeeper in accordance with procedures.

I understand that all forms, reports, logs and receipts utilized for summarizing and reporting various types of funds collected are necessary and important to protect the integrity of the School as a whole and the School Board.

I understand that failure to fully complete required documentation and/or turn in all monies received to the Bookkeeper in accordance with established procedures could result in disciplinary action up to and including termination of employment.

I agree to report any known or suspected violations of cash handling procedures (whether by myself or others) to the school Principal to facilitate corrective action and ensure full accountability and fiscal integrity for the school and the school board related to handling of public funds.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**