

Locking Blue Bag Procedures

The PISD Business Office has provided each campus a set of blue locking cash bags. This is to reduce the liability held by the campus bookkeepers or secretary in their cash handling duties.

These bags should be used to store **un-receipted** funds that have been collected. It is the collectors' responsibility to keep the funds secure until the money is taken to the bookkeeper for the receipting process. For example, if a teacher/sponsor is unable to reconcile or deposit funds with the bookkeeper/secretary, the blue bag should be used to secure funds until this process can be completed. The blue bag should be stored in the campus vault or in a locked storage area in the classroom/office.

If un-receipted funds are given to the bookkeeper for safe-keeping, the funds must be locked in the provided bag. The key to the bag must be kept by the individual that has collected the funds. The bookkeeper/secretary should never hold the key to a checked-out bag. It is the teacher/sponsor's responsibility to safeguard the key until the bag is reconciled with the bookkeeper. Please be aware that only one key is available on campus. Blue bags should stay on campus at all times.

The bookkeeper will have a log that details the bag number, key #, teacher/sponsor, the date the bag was checked out, initials, the date the bag is returned, and the signature of the individual that has returned the bag. Please use a log similar to the one shown below to track the blue bags.

LOCKING BLUE BAG LOG						
BAG#	KEY #	TEACHER/SPONSOR	DATE OUT	INITIALS	DATE IN	SIGNATURE

If you have lost your key to the blue bag, please notify Teri Jeter in the Cashier's Office. You will need to provide the name of the school, bag# and the key code on the lock in order for Teri to know what key to replace. At this time, the cost for replacing the key will come from the Business Office.

If the campus finds that more bags are required to meet their cash handling needs, contact the Teri Jeter in the Cashier's Office at 713-740-0006.