

# Financial Responsibilities

## Certification

Having received instruction from School Treasurer \_\_\_\_\_

(Name)

regarding Cabarrus County Schools Board of Education Financial Policies and Procedures on

\_\_\_\_\_.

(Date)

I certify, I have received a copy of the policies and procedures and will adhere to those policies including, but not limited to, the following:

- I must obtain an approved purchase order from the treasurer before I make any purchases.
- If I make purchases without an approved purchase order I will not be reimbursed for that purchase.
- All money received must be receipted regardless of the amount.
- I have received a pre-numbered receipt book.
- I will receipt money the same day I receive it.
- I will turn my receipt book in to the treasurer the same day I received and receipt money.
- I will not leave money unsecured in my classroom/office.
- I will not hold money overnight in my classroom/office.
- I will not leave the school campus with school money in my possession.
- I understand and I will be held personally responsible for funds lost or stolen due to my failure to adhere to these policies.

Name (Printed): \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_