

Cash Receipting Segregation of Duties

Mail Payments



Court Employee #1 Obtains mail and prepares Mail Payment Log.

All checks and money orders are stamped with the court endorsement stamp or endorsed by hand with "For Deposit Only."

Payment received is placed into a secured drawer, safe, and/or vault until end of day.

Court Employee

Applies mail payments to the appropriate cases and generates a receipt to be sent to the individuals.

OR

Court Employee #1 and Court Employee #2 Obtains and opens mail together and prepares Mail Payment Log.

All checks and money orders are stamped with the court endorsement stamp or endorsed by hand with "For Deposit Only."

Payment received is placed into a secured drawer, safe, and/or vault until end of day.

Court Employee #3
Applies mail payments
to the appropriate
cases and generates a
receipt to be sent to
the individuals.