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**Maintenance of Branch Cash Machines Procedure**

**Purpose:** To maintain record of all authorized personnel performing any kind of servicing on a machine that holds cash for the Library District. These forms are to be filled out ***completely*** every time a machine holding cash is opened and the cash inside is handled.

**Procedure:**

* The “**Maintenance Form**” is posted on the Portal under Finance Documents and at the end of this document. Keep numerous blank copies of these forms inside all Self-Check and Jamex machines at all times.
* In the event the machine needs to be serviced, any staff must fill out one of these forms completely
	+ Staff must clearly describe any servicing done that includes handling or removing any cash within each machine
	+ Each document must be signed and dated by the staff performing the maintenance
	+ Keep a copy of all completed forms with your documents
* Branch Managers will send the completed maintenance forms to Finance upon completion of the reconciliation of that machine. It is important that each completed Maintenance Form be sent to Finance in the same time frame as the reconciliation of the machine.

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| MAINTENANCE FORM  |
|  |
|  | DATE & TIME |  |  |
|  | BRANCH |  |  |
|  | MACHINE NAME/NO |  |  |
|  | SERVICED BY |  |  |
|  | **DESCRIPTION OF SERVICE – CLEARLY EXPLAIN ANY CASH HANDLING** |  |
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| MANAGERS: ATTACH THIS FORM WITH RECONCILIATIONS AND SEND TO FINANCE |

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| MAINTENANCE FORM  |
|  |
|  | DATE & TIME |  |  |
|  | BRANCH |  |  |
|  | MACHINE NAME/NO |  |  |
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|  | **DESCRIPTION OF SERVICE – CLEARLY EXPLAIN ANY CASH HANDLING** |  |
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| MANAGERS: ATTACH THIS FORM WITH RECONCILIATIONS AND SEND TO FINANCE  |