

MONEY ORDERS

1. Get money order, check/cashier's check ledger book out of the mail room safe.
2. Make sure all money orders, checks/cashier checks and money orders have inmate CDC number.
3. Put inmate housing on envelope money order came in (check in SOMS for correct housing).
4. Go into mail room share drive into folder "money orders", be sure you are in the correct month at bottom of page are month tabs.

office give to accounting and have someone sign money order ledger book that they have received money orders, checks, and cashier checks. Bring money order ledger book back to mail room and place back into the safe.

10. Auto sum the total amount, on calculator total up check's amount