## **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.

5. Put in today's date in bold.

#	Date	List	House	Cdc#	Last Name	Int	Sender	Amount	Number	Reason
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- 6. If over \$200.00 dollars under reason write over \$200.00 dollars.
- 7. When completed make 3 copies, 1 for ISU, one for mail room and copy for accounting.
- 8. Stamp the back of all money orders, checks, and cashier checks with bank stamp.
- 9. Write totals in money order ledger book and sign, fold copy of spread sheet totals with all checks inside, put inside of money order ledger book. Take to accounting

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