

19.08 Sales Deposits

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to make timely and accurate bank deposits of sales revenue from its Used Car Lot.

Procedure:

The Used Car Supervisor or appointed representative will prepare the sales information daily, or as needed.

All deposit slips will be fully completed and double-checked for accuracy. The deposit will be taken to the bank either on the date of the sale, or the next business day. A copy of the deposit slip will be forwarded to the Finance Department.

The Finance Department will verify the deposit information against the Car Lot Daily Report.

One copy of the deposit slip will remain in the Used Car Lot file.