



# Jackson Hole Fire/EMS Operations Manual

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Title: **Cash, Check, Credit Card  
Handling Protocol**  
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## PURPOSE:

The purpose of this protocol is to establish proper procedures that protect public assets collected by Jackson Hole Fire/EMS

## SECTION I: PROCEDURE

Jackson Hole Fire/EMS will comply with this protocol and the Teton County Policies Manual and handbook in the handling of funds.

The Jackson Hole Fire/EMS Administrative Assistant will act as the Cash Clerk. In their absence, the Administrative Coordinator will act as the Cash Clerk. The Jackson Hole Fire/EMS Permit Tech will be the main Collection Clerk, and in his or her absence, the Jackson Hole Fire/EMS Administrative Assistant will act as Collection Clerk. In accordance with the Teton County Policies Manual and Handbook, the Cash Clerk and the Collections Clerk will be subject to criminal background checks.

## SECTION II: RESPONSIBILITY

The Collection Clerk's responsibilities include:

- Prepare deposits for submission to the Teton County Treasurer's office. A transmittal form shall be completed for all deposits to the Treasurer's office indicating the account the money is being deposited to. (to be emailed to two people at the Treasurer's office daily, as well as the Cash Clerk by 10AM)
- Ensure that deposits are made daily.
- Balance the receipts daily.
- Maintain copies of all deposits and receipts in a scanned folder.

The Cash Clerk's responsibilities include:

- Complete the Collection Clerk's responsibilities in their absence
- Verify that receipt sent from Treasurer matches deposit made by Collection Clerk.

- Process any checks or cash that is received and deposit to the Teton County Treasurer's office within 3 business days of receiving the check.

### **SECTION III: SPECIAL EVENTS RECEIPTS**

During the year, special events may be held where car seats are offered for sale. Any money collected at any such event shall be held by the Jackson Hole Fire/EMS member in charge of the event. The Jackson Hole Fire/EMS member shall log all collected cash money into a receipt book and turn over the money along with the receipt into the Cash Clerk immediately following the event.

### **SECTION IV: CREDIT CARDS RECEIPTS:**

Credit card payments are accepted for electrical permits and fire permits. Credit card information from customers is processed through the Teton County credit card payment processing website, Federal Payments. Confirmation receipts are emailed to the Treasurer's office every morning. A copy of the confirmation receipt is maintained in the Jackson Hole Fire/EMS online folder.