Records Operation Update –
Records Cash Drawer Deposit

I. PURPOSE

The purpose of this directive is to update the process when completing the nightly deposit for the records cash drawer.

II. DIRECTIVE

When completing the nightly deposit of the records cash drawer, you must have a second signature on the deposit form verifying the money amount being deposited.

III. This directive will be in effect immediately and should be followed until directed otherwise.
Records Operation Update – Merging records in New World

I. PURPOSE

The purpose of this directive is to update the process when merging records in New World.

II. DIRECTIVE

All merging in New World records needs to be merged one document at a time. No batch merging is to be done.

III. This directive will be in effect immediately and should be followed until directed otherwise.