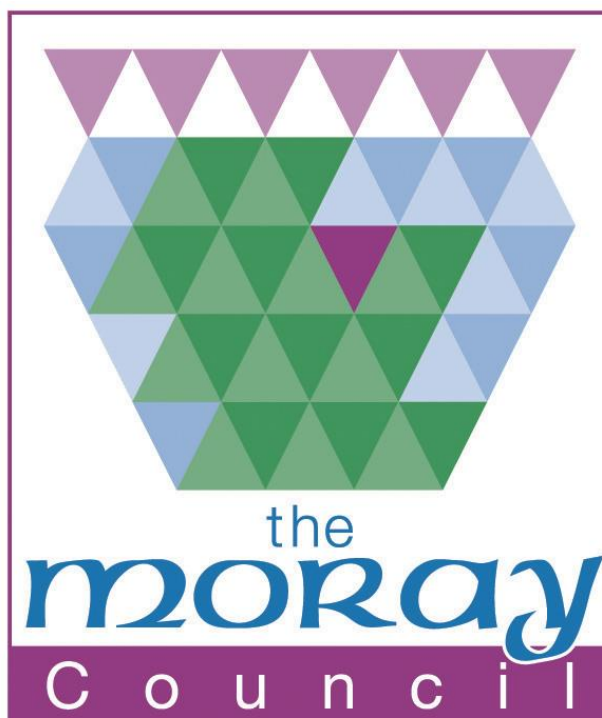


# THE MORAY COUNCIL



## STAFF LIST FOR CASH & CARD HANDLING

<b>Author/s</b>	Frank Kidd		
<b>Version</b>	V1	<b>By</b>	FK
<b>Documented on:</b>	February 2016		
<b>Last Review date:</b>	October 2018	<b>By</b>	KG

Below is a standard form to be used by All Managers/Section Heads to ensure that all staff read and sign as having understood all Regulations, Procedures and Guidelines relating to the handling of both cash and card payments. Once all staff have signed this form the original is to be retained by the Department/Section Manager and a copy e-mailed to Payments at [banking@moray.gov.uk](mailto:banking@moray.gov.uk) for Payments to maintain a database of all cash and card handlers.

Lists should be updated regularly and amendments notified to Payments.



--	--	--	--