THE MORAY COUNCIL



STAFF LIST FOR CASH & CARD HANDLING

 Author/s
 Frank Kidd

 Version
 V1
 By
 FK

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 By
 KG

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 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 for Payments to maintain a database of all cash and card handlers.

Lists should be updated regularly and amendments notified to Payments.

"NAME OF DEPARTMENT/SECTION"

This is to certify that I have read and understood the following procedures:

Card Holder Present/Not Present Guide
Banking and Cash Handling Guidance
Security Procedures for Accepting Credit/Debit Card Payments.
Guidelines to assist staff to combat Fraud, Bribery.
Refund Request Form

Name of Employee	Post	Signature	Date
