



# LENDY PARK SCHOOL

The Way, The Truth And The Life.

**Tel: +263 652 324052   Cell: +263 712 883 324   [www.lendypark.com](http://www.lendypark.com)   [secretary@lendypark.com](mailto:secretary@lendypark.com)**

**Maximising The Potential Of Each Child Through Christian Education**

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Lendy Park does not encourage the use of cash but acknowledges that there are times when it is necessary.

In such circumstances, the person signing for the cash takes full responsibility for its use and they must sign the accompanying Acknowledgment of Responsibility Form.



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## Acknowledgement of Responsibility Form

Lendy Park does not favour the use of cash for payments and prefers the use of bank transfers. Cash issues should be a last resort.

I acknowledge that when I sign for cash from the school authorities, I become responsible for its safekeeping and correct use.

I acknowledge that the money can only be used for the stated purpose as written on the requisition and any variance in use invalidates the initial permission and the money may be recovered from my staff salary or wages irrespective of whether a receipt was obtained or not.

I acknowledge that for any cash that is signed for by myself, an official receipt is required within 2 working days of its issue or after the completion of a trip, camp, tour or other activity where cash was issued. Should the receipt not be produced, I am responsible for the loss and give permission for the money to be deducted from my salary or wage by the school.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_