

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**Policy:**

All department heads are instructed to deposit funds with the County Treasurer as early each day as possible; supplemental deposits of a significant amount may be made later that same day. Where possible, electronic methods such as remote deposit, should be utilized to deposit checks.

Checks and money orders must be drawn on banks domiciled in the United States only and cash must only be in U.S. bills and coins. Departments should not accept payments in foreign currency.

Deposits made at the County Treasurer's office containing Canadian foreign check(s) drawn upon U.S. funds should be deposited separately from domestic checks, clearly labeled, and accompanied with an Official County Receipt due to required additional handling. Canadian foreign check(s) drawn on U.S funds must be presented to the bank in their physical form.

Canadian check(s) drawn upon U.S funds are the only foreign items processed by the County Treasurer. Any other foreign check(s) will not be accepted.

**Reference:**

Minute Order dated 08/26/1975  
Minute Order 3.7 of 11/07/2006  
Minute Order 3.4 of 05/22/2018