

Kittitas County Office of the County Treasurer

Deanna Jo Panattoni, Treasurer

MEMORANDUM OF UNDERSTANDING

TO: Offices of the Kittitas County Sheriff, Auditor, Clerk, and Lower District Court
FROM: Kittitas County Treasurer
RE: Armed Guard Service for Daily Pickup of County Funds for Bank Deposit
DATE: February 3, 2010

This memorandum memorializes the understanding between the Kittitas County Sheriff's Office and the Kittitas County Offices of the Treasurer, Auditor, Clerk, and Lower District Court, to outline the services, roles and responsibilities of each County Department involved with the daily delivery of funds from Kittitas County to the Ellensburg branch of U.S. Bank.

Effective February 1, 2010 and until further notice, a member of the Kittitas County Sheriff's security officers' staff will pick up securely sealed, tamper-proof deposits from the following County offices:

Kittitas County Auditor	Room 105
Kittitas County Clerk	Room 210
Kittitas County Treasurer	Room 102
Kittitas County Lower District Court	Room 180

The deposits shall be picked up between 2:00 p.m. and 3:00 p.m. each weekday that is deemed an official workday by County Officials.

Prior to the scheduled pickup time, each of the above Departments shall have prepared a receipt log which will be provided by the Treasurer's office in an excel format, to be filled out electronically for accuracy and ease of reading. The receipt log shall provide: Date, Bag Number (s), Deposit Amounts, Pickup Time, Security Officer Signature, Department Handler Signatures and Bank Acceptance Signature, included with the bags to be delivered to US Bank.


The Security Officer shall review the log for accuracy before signing. By signing the log, the Security Officer accepts responsibility for delivery of the same to the Ellensburg Branch of U.S. Bank on the same day of acceptance. Upon signing the log by County departmental staff, a copy shall be made and held by that department as evidence, until such time as the original, given to the Security Officer for verification and acceptance by the bank upon delivery, is returned and deemed complete.

The Security Officer shall not be considered responsible for any inaccuracies within the delivered tamper-proof bags if the bags are delivered to the bank intact.


The Security Officer is not required to remain in attendance at the bank while the bag contents are processed. However, after delivering the funds and before leaving the bank, the Security Officer shall require a bank employee to sign the delivery log, confirming the bank's acceptance of each individual tamper-proof bag received. The Security Officer shall return the completed delivery log to the Treasurer's Office for records retention and/or delivery to other County Departments upon request or as may be required by law.



Board of County Commissioners, Chairman



Kittitas County Sheriff



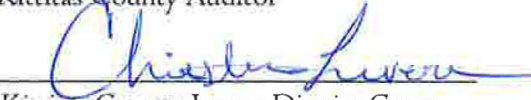
Kittitas County Clerk



Kittitas County Treasurer



Kittitas County Auditor



Kittitas County Lower District Court