

## **DEPOSITS:**

Deposits should be hand delivered; please **do not** send deposits through district mail.

Deposits **must** be made in a **timely manner**. Do not leave deposits or any kind of money collections at the school site over the weekends or breaks, especially summer break.

Money Collected **must** be receipted on **District receipts**.

\***Receipts:** White goes to payee yellow copy should be submitted to District Office and attached to the Cash Verification Form. Pink copy remains in the receipt book.

\***Deposits** must be submitted on a **Cash Verification Form** and must be completed with:

School Name/ Department

Date

Budget #

Submitted by

**Source of Funds**

Receipt Numbers

\***Coin** must be listed, totaled, rolled, and loose coin separated. (Please let me know if you need coin wrappers.)

\***Currency** must be listed, totaled, separated, and **faced all one way**.

\***Checks** must be listed or on an adding machine tape and **made payable to the school/department**.

**(Please remove staples from checks and currency.)**

\***Errors** should have one line drawn across the incorrect amount, initialed, and the correct amount written beside it.

\* **If there is a Donation, please attached the Donation Form with the Cash Verification Form**

Please contact Accounting Department if you have any questions or concerns and how we can help.

Ext. 1267 or 1274