

GRACE KING DEPOSITS PROCEDURES

Blank deposit forms are located on the account clerk's door.

All teachers will sign for and receive a receipt book to keep all year. You cannot use/purchase your own receipt book. You can only use the one that is assigned to you by the account clerk. A receipt must be issued to a student when collecting \$5.00 or more.

ALL MONEY MUST BE DEPOSITED WITHIN 24 HOURS OF RECEIPTING. If you cannot come during your planning period, you may send a trustworthy student to the account clerk's office with the deposit. **All monies are to be turned in by 1:30.**

Money receipted and being deposited must be done in receipt number order. **YOU MUST BRING YOUR RECEIPT BOOK TO THE ACCOUNT CLERK'S OFFICE WITH YOUR DEPOSIT FORM WHEN MAKING YOUR DEPOSIT. THE DEPOSIT MUST BE COMPLETE BEFORE COMING TO THE ACCOUNT CLERK'S OFFICE.**

You need to keep the pink copy of the deposit form for your records. **You must keep all pink copies of the deposit form in a folder for at least two (2) years.**

The yellow copy of the deposit form will be returned to you along with a printed computer receipt attached. Please verify, on the printed receipt given back to you, that the name of the person making the deposit, the correct club or department has been credited, and the amount of the deposit is correct. **If all is correct, you must sign the printed computer receipt**

on the line below the account clerk's signature. If there are any errors, please notify the account clerk a.s.a.p.

Keep a file containing the yellow deposit forms in numerical order for auditing purposes. **It is very important that you do not misplace this folder.**

Please be sure to keep your receipt book in a safe place. At the end of the school year, you will turn in the receipt book and the yellow copies of the deposit form to the principal. **If your receipt book is stolen or lost, you must let the account clerk know immediately and a police report must be made with the campus police officer.**

The following must be completed on the deposit slip prior to turning it in.

- a. Name – Teacher
- b. Date
- c. Club or Department Name
- d. Activity Account Number (see attached list)
- e. Purpose for collection – what was the money collected for. Please be specific, do not just put a fundraiser. I need to know the type of fundraiser, ex: t-shirt sale.
- f. Cash – List the student's name & the amount
- g. Checks/Money Orders – you must list each check/money order number, the name on the check/money order, the student's name, and the check/money order amount (a receipt must be issued to the student even when paying with a check)
- h. Total each column
- i. Breakdown of coin & currency – total must be equal to the cash received
- j. The receipt numbers for the money that is being deposited, must be listed by starting receipt number

& ending receipt number of the money being deposited. Voided receipt numbers must be included.

If you must void a receipt, all three copies of the receipt must be attached in the receipt book.

- k. Make sure that the total of the deposit and the total of the receipts are equal before you bring in your deposit to the account clerk
- l. ***Received from*** on the form must be signed and dated by the sponsor.