

## DEPOSITS

*(Blank forms are located on 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. **WHEN MAKING YOUR DEPOSIT, YOU MUST BRING YOUR RECEIPT BOOK TO THE ACCOUNT CLERK'S OFFICE WITH YOUR DEPOSIT FORM. THE DEPOSIT MUST BE COMPLETE BEFORE COMING TO THE ACCOUNT CLERK'S OFFICE.**

You are to verify the following information on the white copy of the receipt that is attached to the yellow deposit receipt:

1. The amount is the same as the amount that you deposited.
2. Your name shows as the person that made the deposit.
3. Verify that the club/dept to be credited is correct on the white receipt.

**You are to sign the top receipt on the line above my name. By signing your name you are verifying that all of the information is correct. If there are any errors, please notify the account clerk a.s.a.p.**

You are to keep, in numerical order, all of the top copies attached to the yellow copies of the deposit receipt, to turn in with your receipt book at the end of the year.

You are to tear off the bottom receipt and attach it to your pick copies of the deposits receipts that you were given when you gave me your deposit. These pink copies of the deposits are to be kept in your teacher desk for a minimum of two years.

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
- 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.