

According to the recent audit, there are a few changes that need to be implemented immediately regarding accepting money from teachers, sponsors, and coaches.

They are as follows:

1. If you are needing to make a deposit after the account clerk hours, school, or games, you must turn the money into an administrator or put it in the drop box safe in the front office. You are not to keep it locked in your classroom or take it home with you.
2. If you are turning in the money to an administrator, **you need to complete a deposit form** for the money that you are giving them. The money and the deposit form must be given to them in a sealed envelope. Before you seal the envelope, the administrator must initial only, the deposit form which states who accepted your deposit. You will be given the pink copy of the deposit form as your receipt for turning in the money.
3. If for some reason, **you do not have a deposit form completed**, you will then initial and date the sealed envelope which states when you turned the money into the administrator and have them do the same.
4. If you are using the drop box in the front office, and **you have a deposit form completed**, you must keep the pink copy of the deposit form as proof that you put the deposit in the drop box.
5. If you are using the drop box safe in the front office, and **you Do Not have a deposit form completed**, you must put your name and date the sealed envelope before dropping it in the box.
6. You are responsible for collecting the deposit from the administrator or the account clerk the next day to make the official deposit.
7. The account clerk will not accept the deposit if the envelope has been tampered with for any reason.

IMPORTANT NOTE: DO NOT GIVE YOUR RECEIPT BOOK TO AN ADMINSTRATOR WITH THE DEPOSIT OR INCLUDE IT IN THE DEPOSIT FOR THE DROP BOX SAFE. YOU ARE TOTALLY RESPONSIBLE FOR IT AT ALL TIMES.