

Procedures for Making Deposits

1. Count money – Verify the amount given to you by person depositing the funds.
2. Write Receipt.
 1. Date
 2. Person depositing the money
 3. Account Number
 4. Amount
 5. Signature

RECEIPT COPIES

Original copy to person making deposit

Yellow copy to be attached with deposit slip for your records

Pink copy stays in receipt book

3. Write Account Number on check and endorse back of check with Activity Fund Stamp
Check should be made out to Roswell Schools or RISD.
Please write or stamp Roswell Independent Schools, Roswell Schools, or RISD on the “Pay to the order of” portion.
4. Put all funds collected together to make deposit.
 1. Count money
 2. Total White Slips from the teachers or the yellow receipt copy, making sure their totals match what you counted.
 3. Fill out Receipt List and Examination of Cash form for the Business Office. Once completed e-mail to Vickie Dunn and keep a copy for your records.
 4. Copy only the front side of each check on Copy Machine.

- 5 Fill out deposit slip (3 copies – 2 copies go in plastic deposit Bag
1 copy of the deposit slip, copies of checks, yellow copies of receipts, and Receipt List and Examination of Cash form are for your records.

On the deposit slip you should have the following information:

1. Account number – Deposit Amount – Receipt Number
 2. Fill in amount of Cash, Coins and Checks.
 3. List number of checks on Deposit slip somewhere.
 4. List Deposit Bag Number on slip
6. Place in plastic deposit bag.
Money
2 deposit slips
 7. Tear off top numbered portion of plastic bag and place with other paperwork you are keeping.
 8. Seal and give to Roger when he picks up the pony.
 9. Record the date and bank bag on your school's monthly log sheet. Complete Pony Driver Log Sheet.