

Cash Deposits

Cash received from a fundraiser or an event should be submitted to the business office within a week.

The person depositing the funds to the Business Office should keep a copy of the outside of the deposit envelope or keep a list of deposits that are sent to the Business office in case there is ever a discrepancy.

The envelope is dropped into the drop box attached to the wall outside the Accountants office. From there the Business Office will record the funds and deposit to bank.

Cash Deposit Envelopes – Place cash and checks into this envelope and complete the information on the outside of the envelope.