**Internal Accounts Collections**

All funds collected must be turned in daily to the Bookkeeper. **Do not keep money in your classroom overnight!** There will be a designated location for you to drop your deposits. Keep the pink copy of the monies collected form for your records.

Funds must be deposited in the same form of payment as they are collected. Do not substitute personal checks for case received and do not use the funds as petty cash. You are not allowed to make change for funds collected. Checks must be written for the exact amount.

Please remember the following information is **required** on all checks:

**Makers name**

**Current street address (no P.O. Box)**

**Home phone number with area code**

**Student name and number**

**Checks must be deposited within the week of the date of the check**

All deposits must be recorded on a Report of Monies Collected Form (MIS #170) or Report of General Sales (MIS #169). Forms must be filled out in ink. Separate monies collected forms must be used for each type of deposit. For example, if you are collecting money from students for both a field trip and a fundraising activity, you must submit separate forms for each activity. If a parent sends one check for both functions, please check with bookkeeping for the correct procedure. Once your deposit has been processed, you will receive the yellow copy and an official pre-numbered TERMS receipt.