



District Deposit Procedures

The following deposit procedures are for the protection of our employees and have been communicated to our insurance company. Anyone who does not follow these procedures will not be covered by insurance and may be held personally responsible for any missing funds. This information has been communicated to LHS by the DAC.

*Money may not be kept overnight in a classroom or office. Take it to the office and it will be placed in a secure place.

* Money must never be taken home by an employee.

*Disbursements may not be made directly out of money collected.

*Checks may not be cashed from money collected.

*Never leave cash or checks on an unattended desk in the office.

*All money collected by employees must be given to the designated school secretary for daily receipting.

All Athletic deposits go to Tricia Middleton, checks for LHS must be made out to LHS, all other deposits go to Donna Bootka, Blue Jay Nation deposits go to Blue Jay Nation and checks must be made out to Blue Jay Nation.

*A completed Liberty High School Deposit Form must accompany each deposit (See form below).

For receipting purposes, the following information should be included with the deposit:

Name of student, person, or company, check number, and amount, if paid by check

Name of student, person, or company, and the amount of cash, if paid by cash.

(A spread sheet is attached)

Liberty High School Deposit Form

Sponsor/Coach: _____

Activity: _____

Account Number: _____

Reason for Deposit: _____

Total Currency _____

Total Coin: _____

Total Checks: ----- (copies of checks must be submitted with this form)

Total Deposit: _____