

Deposit Documentation Requirements

PfISD requires the use of the following deposit documentation to accurately record funds received and provide support to substantiate each bank deposit. **All supporting documentation includes the payer and/ or student name, each fine/fee, event and date, cash/check per student. Checks must include the name, number, and date.**

- Pre-numbered PfISD receipts (issued by bookkeeper, account for all receipt numbers, and return to bookkeeper by end of school year)
 - Dues
 - Fees
 - Fines
 - Sales, when product **not** given to payer at time of sale
 - Track Inventory of Items Purchased and Sold
- Sales Receipt Form (for all tickets and tangible products sold)
 - Parking Permits (pre-numbered)
 - Sales, when product **is** given to payer at time of sale
 - Track Inventory of Items Purchased and Sold
 - Tickets (pre-numbered and issued by bookkeeper)
- Copy of Book Fair Invoice
 - Total Amount Collected less Credit Cards should equal Total of all Deposits
- Copy of Commissions Checks and supporting documentation
- Copy of Tax-Exempt Status – Donation Acknowledgment Form
 - Donations, including donations received from Boosters, PTO/PTA, Foundations
- Copy of Registration/Entry/Pre-Order Forms (total on forms should equal deposit total)
 - Camps
 - Clinics
 - Pre-orders
 - Summer School
 - Tournaments
- Fundraiser Template (for brochure fundraisers)
- On-line Fundraising (ie SnapRaise, Adrenaline)
 - Sales Report
 - Donor Report
- Software Deposit Report (from software used for tracking funds collected)
 - Charms - Fine Arts
 - Library
 - Textbooks
- Tabulation of Money Collected Form
 - Allowed **ONLY** when none of the other forms of deposit documentation will work (must confirm with bookkeeper before using this form)