



OFFICE OF FINANCIAL SERVICES

Midland Independent School District
615 W. Missouri Ave., Midland, TX 79701
432-240-1000 • midlandisd.net

MEMO

To: All Activity Fund Personnel

From: Ernesto Segura, Controller

cc: Executive Director of Finance & CFO

Date: 7/25/2024

Re: Ordering Deposit Slips for Activity Funds

In order to request Activity Fund deposit slips, each campus must submit a **requisition to Superior Printing Inc** (vendor ID 48797). These booklets have a price of \$75.72 each (shipping included), and will come in a package of 400. Each deposit slip comes in triplicate, which means there is a pink, yellow, and white copy of the deposit slip. When ordering, please write down in the description the following information:

Item #	Item to write in the requisition:	Example:
1.	Name and Org # of the Campus	Goddard JH – 046
2.	A statement allowing the vendor to debit the account provided:	Superior Printing has the authority to debit the account from which deposit slips are requested
3.	Last four digits of your account number	**1234

Item # 2 is mandatory, and must be written exactly as in the example.

Item # 3 is an item in the requisition which will have the last four digits of your account number.

The deposit slips will be ordered from the mentioned vendor, received by the warehouse, and forwarded to the campuses when they arrive.

For questions, please contact the Activity Funds Clerk:

Name	Phone	E-mail
Mario Vargas	432-240-1910	mario.vargas@midlandisd.net