

Agua Dulce ISD Student Activity Account Sponsor Guidelines

1. Sponsors oversee deposits and receipts that are turned in.
2. Retain a copy of each deposit you forward to the bank for your records, all the receipts that make up the deposit attached.
3. Receipts should be attached to deposit for backup, if possible.
4. Checks are only issued for invoices in the amount the invoices are issued for. Sponsor must fill out Check Request Form
5. No cash may be left in any buildings. All deposits must be brought to the administration office to be locked in the vault.
6. Please be sure that all club sponsor sheets are signed by the appropriate staff person.
7. All funds raised must be deposited into the activity account before paying any expenses. A sponsor may not take cash from the fundraiser and purchase items or pay any expenses. Funds must be deposited into account and then an activity account check must be processed to each vendor that an expense will be incurred with.
8. When a sponsor turns in funds to be deposited please total the receipts. The deposited amount must match the total. Must complete Activity Account Tabulation Sheet(s). Tabulation sheet must have two sponsors' signatures verifying amounts.
9. Please do not allow students to transport deposits.
10. No deposits the day before a holiday or early release day.