SCOE County Deposit Criteria

The following criteria should be used to determine whether a payment should be sent to SCOE for direct deposit into the County Treasury or deposited into the LEA's Clearing Bank Account.

Checks that must be deposited to the LEA clearing account:

- Personal checks must be deposited to the LEA Clearing Account.
- Cash must be deposited to the LEA Clearing Account.
- Checks from businesses or other organizations that are not specifically identified as guaranteed funds must be deposited to the LEA Clearing Account.

Payments that may be sent to SCOE for direct deposit to the County Treasury:

- Checks issued by another school district or LEA
- SCOE checks
- State of California checks
- Federal government checks
- Money orders
- Other forms of guaranteed funds, check with SCOE before depositing

Important Reminder
A check should **not** be considered guaranteed simply because it is issued by a business, company, nonprofit, or other organization. If there is any question about whether the funds are guaranteed, the payment should be deposited into the LEA Clearing Account rather than sent to SCOE for direct deposit into the County Treasury.

Special Requirement - United States Treasury Checks
Any checks received from the United States Treasury must be forwarded to SCOE for processing. Do not deposit these checks into the LEA Clearing Account. United States Treasury checks must be reconciled against the quarterly taxes reported by SCOE on behalf of the district before they are deposited into the County Treasury.

See example:

(The United States Treasury checks only apply to School Districts. Charter schools do their own federal tax reporting)

