



SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT
Making Hope Happen

To: All Principals, Department Heads, School Secretaries, and Accounting Clerks

From: Tammy White, Director of Accounting Services

Date: October 21, 2026 **Bulletin No. 27-001**

Subject: Report of School District's Receipts (BU-100 Form through InformedK12)

Action Required:

- Promptly submit to Accounting Services a complete BU-100 form (Informed K12 platform) with:
 - A validated bank deposit slip.
 - School-issued receipts supporting the deposit.
 - Any checks if deposited.
- For departments and elementary sites that regularly collect and bring District monies to Accounting Services for deposit, a completed BU-100 form (Informed K12 platform), with the issued receipt/s and any check/s must be uploaded onto the Informed K12 platform.
- Certify non-receipt of cash on the last business day of each month if no monies were deposited during the month (Informed K12 platform).
- **ALL FUNDS MUST BE DEPOSITED BEFORE ANY BREAK (WINTER, SUMMER, ETC.).**

The Report of School District's Receipts (BU-100) form incorporates a monthly certification to be submitted to Accounting Services each month when no cash has been received at your site during the month. Accounting Services is required under auditing guidelines to clear all items within 30 days of initial receipt to ensure timely credit to the site accounts of the deposited amounts. The district's independent auditor also audits your receipts for compliance during visits to your sites.

The BU-100 form is the official document that:

- Records District money collected by programs specified in the report.
- Transmits District money collected by elementary schools to Accounting Services.
- Confirms money deposited by the schools (middle schools, high schools, and certain programs) or for the schools (elementary) by Accounting Services.
- Certifies non-receipt of money for all months that monies have not been received.
- **Donations over \$100.00** must be Board approved, please contact the Business Services Division at (909) 381-1164 for instructions.

Please review with your staff and always emphasize the importance of compliance.

High Schools, Middle Schools, Inland Career Education Center, and Child Development

- There are no changes in the depositing procedures. Continue making timely deposits to the District's Bank of America clearing account 04202-00085, **using your school's preprinted bank deposit slips, which clearly identify the responsible site**. If you need bank deposit slips, please contact the Accounting Services Accountant, Ricky Sovanasy at (909) 381-1427.
- **Funds should not be kept at the school site or department over the weekend, holiday, or vacation periods.**
- Your site name should be clearly printed, written, or stamped on each check and deposit slip. This enables determination of the proper site both for returned items and research for unidentified deposits for which documentation is not received.
- Remit BU-100 report, copy of deposit slip, original bank receipt, copies of checks deposited, school-issued receipts, and supporting documentation.
- **Electronic BU-100 Form Usage:**
 1. Log into the Informed K12 platform.
 2. Retain a copy of the original bank slip and upload it to the BU-100 form, including the district receipts, **no later than 7 days from the date of deposit**. Deposits must be made within established District guidelines (weekly, or when funds on hand **exceed \$200.00 for Middle Schools and \$300.00 for High Schools**, Inland Career Education Center, and Child Development). Form must be approved by your Administrator/Principal.
 3. **Complete Certification of non-receipt of monies on a monthly basis, as applicable** (use Informed K12 platform). Form must be approved by your Administrator/Principal.
- **Safeguard undeposited funds in a safe and secure location at your school at all times.**
- Principals, Directors, and/or Coordinators will be notified when documentation is received late and/or when no deposit or certification is received for any given month.

Elementary Schools and Student Records

- Remit monies collected with the electronic BU-100 form (Informed K12) to Accounting Services no later than 7 days from the date of receiving funds, or within 1–3 business days if funds on hand **exceed \$100.00** per established District guidelines. **Do not send cash through the district pony mail.**
- **Funds should not be kept at the school site or department over the weekend, holiday, or vacation periods.**
- Remit BU-100 report, school-issued receipts, and supporting documentation.
- **Electronic BU-100 Form Usage:**
 1. Log into the Informed K12 platform; this should be completed before delivering money to Accounting Services. Form must be approved by your principal through the platform.
 2. **Complete Certification of non-receipt of monies monthly, as applicable** (use Informed K12 platform). Form must be approved by your principal.

- **Safeguard undeposited funds in a safe and secure location at your school at all times.**
- Principals will be notified when documentation is received late and/or when no deposit or certification is received for any given month.

Departments that Collect District Monies

- Remit monies collected with the BU-100 (Informed K12) form to Accounting Services **no later than 7 days from** the date of receiving funds, **or within 1–3 business days if funds on hand exceed \$300.00** per established District guidelines. **Do not send cash through the district pony mail.**
- Remit BU-100 report, copy of deposit slip, original bank receipt, copies of checks deposited, school-issued receipts, and supporting documentation. If you need bank deposit slips, please contact the Accounting Services Accountant, Ricky Sovanasy at (909) 381-1427.
- **Funds should not be kept at the school site or department over the weekend, holiday, or vacation periods.**
- **Electronic BU-100 Form Usage:**
 1. Log into the Informed K12 platform.
 2. Retain a copy of the original bank slip and supporting documents and upload them to the BU-100 form.
 3. If not depositing money directly to the Bank but delivering to Accounting Services to be deposited, the BU-100 form must be completed beforehand and approved by your Administrator.
 4. **Complete Certification of non-receipt of monies monthly, as applicable.**
- **Safeguard undeposited funds in a safe and secure location in your department at all times.**
- Directors will be notified when documentation is received late and/or when no deposit or certification is received for any given month.

If you have any questions, please contact the Accounting Services Account Analyst, Yesenia Mendez at (909) 381-1150 or the Accounting Services Accountant, Ricky Sovanasy at (909) 381-1427.

Thank you.