

HOW TO CREATE A DEPOSIT

1. Fill out a Deposit Form. Include the date, your name, account name and account number you are using for your deposit, and a description of the deposit (t-shirts, fundraiser...)
2. Under the check box, list the check number, name and amount.
3. List all cash.
4. List all coins.
5. List subtotals and total deposit.
6. Please deliver deposit to the Business Office.
7. All deposits must be made WEEKLY.
8. Once the deposit has been taken to the bank, your internal account will be updated to include the new deposit.

****Please Note:** Large deposits should have cash wrapped in currency straps and coins should be rolled. Please contact the Business Office if you need these supplies.

Byron Area Schools Deposit

Date: _____

Name: _____

Acct Name: _____

Acct Number: _____

Dep. Desc: _____

Checks	
Number/Name	Amount
Total Checks	

Cash		
	#	Amount
Ones		
Fives		
Tens		
Twenties		
Fifties		
Hundreds		
Total Cash		

Coins		
	#	Amount
Pennies		
Nickels		
Dimes		
Quarters		
Half Dollars		
Dollars		
Total Coins		

Totals	
Total Checks	
Total Cash	
Total Coins	
Total Deposit	

HOW TO CREATE A PURCHASE ORDER

1. Fill out a Requisition Form. Please include the name and address of the company you are purchasing from.
2. List your name and department.
3. List items to be purchased, item number, quantity, unit price and total cost.
4. List the account name and number you will be using.
5. Date
6. Please send this to the appropriate secretary and they will generate a purchase order.
7. Using this purchase order number, place your order.
8. Please send a copy of the order confirmation to the Business Office.
9. When the order arrives, make sure the packing list matches what you received. Send the packing slip with a copy of the purchase order to the Business Office writing "ok to pay" either on the packing slip or purchase order.
10. If you receive an invoice, please send it to the Business Office for payment processing.

*****Please Note: Checks for field trips and cash boxes must be requested 10 days prior to the event.**

