

Summer Deposits and Check Requests

The District requires all payments (student fee or fundraising) to be collected through one of the approved electronic payment systems: PaySchools Central, PaySchools Events, or Square. If an electronic payment system is not an option, you must first obtain approval from the Business Office (cstaniec@cvs.k12.mi.us) before collecting any payments. Please use the guide below to determine the paperwork that needs to be submitted.

- **PaySchools Central Fees:** Complete a [Payment Collection Form](#) (PCF) with specific fee information filled in on page 2. If the bookkeeper is not available, provide approved paperwork to Charlene Staniec for setup.
- **PaySchools Events:** Complete page 1 of the PCF and a [PaySchools Events New Event Form](#). Approved paperwork goes to Charlene Staniec for setup.
- **Square:** Request approval to use Square via email to Charlene Staniec and complete the [Square Equipment Reservation Form](#).
- **Payments collected through a company or vendor:** A PCF is required, along with details about the sale and the website link, which must be shared with Charlene Staniec.

DEPOSITS

Deposits for summer activities and fundraising must be provided to your school bookkeeper. Check with your bookkeeper for a schedule of their summer hours. In the bookkeeper's absence, all deposits will need to be brought to the Admin business office.

- **Deposits should not be kept at your residence or any other place outside of the school.** These deposits are not covered by the district insurance policy until the deposit is received at the school building.
- District policy is that any summer deposits collected on a weekend must be taken to the school office the next business day that the office is open or brought to the Admin business office. Please note, district summer hours are Monday-Thursday from 7:00 am to 4:00 pm.
- **Deposit Process**
 - If you will be collecting money over the summer, see your school bookkeeper to request Internal Deposit Forms and Deposit bags. You will need both each time you make a summer deposit. Additional supplies can be obtained from the school office during the summer.
 - Complete an Internal Deposit Form. Have CASH and CHECKS counted by two people and have both sign on the form.
 - Complete **ALL** the information on the front of the money bag
On the FROM line please include: Full name of your group
Person turning in money
School Building and the ASN used to track your group
Total Deposit line needs to be filled in.
Sign and date the deposit bag.
 - The TO line will be filled out by the school bookkeeper or Admin business office.
 - Put the funds to be deposited and the completed Internal Deposit Form into the bank deposit bag. Seal the deposit bag and remove the tear off identification tag which you will keep for your records.

CHECK REQUESTS

Check requests for expenses incurred prior to June 30th must be turned into the school bookkeeper in June to avoid audit issues. [Check request forms](#) must be submitted by June 15th for June expenses.

- Check requests must be submitted to the school bookkeeper or the school secretary by the end of the day on Thursday of each week for it to get processed in the next week's check run.

If you have questions during the summer, you can contact: Charlene Staniec 723-2123 or Danielle Jacobs 723-2122.