



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT # 111

Board Funds - Receipts Form

MINOOKA COMMUNITY HIGH SCHOOL BOARD FUNDS - RECEIPTS FORM

The district office receives monies requesting deposit into Board Funds from staff members in the form of cash and checks, sometimes with information for deposit, sometimes without any such information. In order to give the district office the necessary information for deposits of these funds (correct amounts and correct accounts), please assist us by filling out this form, sealing it in an envelope with the cash and checks for deposit, writing Board Funds Deposit on the face of the envelope, and sending to Kathy's attention at the district office. Kathy will continue to make daily rounds to the main office to check for receipts placed into the safe in the main office.

This same procedure, though using the Student Activities deposit form, should be used for Student Activity Accounts, with the cash and checks and completed form sent to the Activity Director for deposit into student activities accounts.

Name of Staff Member: _____

Amount to be deposited: _____

Date: _____

Signature: _____

Board Account (Dept): _____

Reason of Deposit: _____

Office Verification:

Amount Posted: _____

Date Posted: _____

Account #: _____