West Islip Union Free School District

Guide to collecting and transporting monies between school buildings and District Office

January 2025

The processes and procedures in this guide should be adhered to whenever an employee is collecting monies (i.e. cash, checks) and transporting those monies between school buildings and District Office.

- A Deposit Form (See Exhibit A) should be completed any time monies are collected.
- Any checks collected must be made payable to "West Islip UFSD." Whenever possible, cash should not be collected. The use of My School Bucks is strongly encouraged.
- Whenever cash is collected by an employee the use of a pre-numbered receipt book is required. These books are available in the main office of each building.
- Any employee collecting monies should have documentation supporting the receipt of those monies. For example, if a teacher is collecting money for a field trip a student listing is required and should document the amount and method of payment for each student in the class. It is strongly suggested that these forms be completed in Microsoft Excel and saved electronically for one year after the school year is complete.
- When filling out the Deposit Form please be sure to include the purpose of the deposit (i.e. field trip, lost books, etc.), the person's name who is preparing the form and the date.
- Please note that checks and cash should be listed separately on the Deposit Form. The amounts should be totaled at the bottom of the form and it should be signed.
- Make a copy of the form and two (2) copies of the checks (fitting as many as possible on one copy).
- **A copy of the Deposit Form and checks must be retained for your records.**
- Place the following items inside a tamper-evident deposit bag: original checks, any cash collected, the Deposit Form and one copy of the checks submitted.
- Identify the following items on the outside of the bag: the name of the school building and the total amount of money included in the bag (note: more than one deposit can go in one bag). (See Exhibit B for an example)
- The bag must be sealed, documented on the log sheet located in the main office and sent via interoffice mail to District Office (or kept in a safe until delivery arrangements are made).
- If for any reason a tamper-evident bag is unable to be used please discard it and note "destroyed" on the log sheet. The main office should notify Kristi Macchione in District Office of the discarded bag.

- When District Office receives the deposit bag, the funds will be recounted and verified by the Kristi Macchione, who will then be the second signature on the Deposit Form.

- The sender of the funds will receive an email from Kristi Macchione stating the amount of funds that were received and the purpose. The sender should compare this amount to the copy of the form that was sent to District Office to ensure the amounts agree.

- Please note that monies collected should be submitted to the Business Office in a timely manner and should not be retained at the building level for an extended period of time.

Exhibit A

WEST ISLIP UFSD
DEPOSIT FORM

Purpose: _____

Teacher/Preparer: _____

Date(s): _____

1. Money collected from students should be in the form of a check and be payable to **West Islip UFSD.**

2. Checks must be organized and listed below in denomination order. The total quantity and amount of checks must be indicated in the space provided.

3. Make two photocopies of all checks being deposited, fitting as many checks per page as possible. Retain one copy for your records and attach the other copy.

4. Deposits should be sent to the Business Office prior to requesting field trip payments.

5. After the deposit has been received, you will be sent a verification email from District Office.

Denomination		Quantity		Total
TOTAL CHECKS				
$100.00				
$50.00				
$20.00				
$10.00				
$5.00				
$1.00				
$0.25				
$0.10				
$0.05				
$0.01				
TOTAL CASH				$ -

TOTAL RECEIVED _____

_____
Teacher/Preparer - Signature/Date
Deposit Prepared

_____
Business Office - Signature/Date
Deposit Verified

Exhibit B

CAUTION!

IF THE SECURITY SEAL CLOSURE IS TORN, DISTORTED OR DISPLAYS:
A "VOID" MESSAGE OR SMEARED OR MISSING STARS
DO NOT OPEN - NOTIFY SENDER IMMEDIATELY

STEP 1. USING A BALLPOINT PEN, FILL OUT REQUIRED INFORMATION IN GRAY SHADED BOX. INSERT DEPOSIT INTO BAG.

STEP 2. RELEASE TRAPPED AIR. REMOVE PAPER RECEIPT FROM BACK OF SECURITY SEAL TO EXPOSE ADHESIVE. KEEP PAPER RECEIPT WITH COPY OF DEPOSIT SLIP.

STEP 3. PRESS FIRMLY ON ENTIRE LENGTH OF SEALED IMPROPERLY. DO NOT ATTEMPT TO RESEAL BAG.

NOTE:"FROM" Information MUST be filled in

FROM: PREPARER NAME
SCHOOL NAME

To: KRISTI MACCHIONE
DISTRICT OFFICE

SAID TO CONTAIN:

Cash Amount $: 200.00
Check Amount $: 100.00
Other Amount$: 0
TOTAL AMOUNT $: 300.00

Prepared By: TEACHER NAME

Account/Store#: X **Date:** 1/30/2025

Authorized Signature: TEACHER SIGNATURE

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4 LDPE Recyclable

DO NOT CUT HERE TO OPEN
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