

## Deposit Documentation Requirements

PfISD requires the use of the following deposit documentation to accurately record funds received and provide support to substantiate each bank deposit. **All supporting documentation must include the student name, each fine/fee, event and date, cash/check per student. Checks must include the name, number, and date.**

- [Pre-numbered PfISD receipts](#) (issued by bookkeeper, account for all receipt numbers, and return to bookkeeper by end of school year)
  - Dues
  - Fees
  - Fines
  - Sales, when product **not** given to payer at time of sale
    - Track Inventory of Items Purchased and Sold
- [Sales Receipt Form](#) (for all tickets and tangible products sold)
  - Parking Permits (pre-numbered)
  - Sales, when product **is** given to payer at time of sale
    - Track Inventory of Items Purchased and Sold
  - Tickets (pre-numbered and issued by bookkeeper)
- Copy of Book Fair Invoice
  - Total Amount Collected less Credit Cards should equal Total of all Deposits
- Copy of Commissions Checks and supporting documentation
- Copy of [Tax-Exempt Status – Donation Acknowledgment Form](#)
  - Donations, including donations received from Boosters, PTO/PTA, Foundations
- Copy of Registration/Entry/Pre-Order Forms (total on forms should equal deposit total)
  - Camps
  - Clinics
  - Pre-orders
  - Summer School
  - Tournaments
- [Fundraiser Template](#) (for brochure fundraisers)
- Software Deposit Report (from software used for tracking funds collected)
  - Charms - Fine Arts
  - Library
  - Textbooks
- [Tabulation of Money Collected Form](#)
  - Allowed ONLY when none of the other forms of deposit documentation will work (must confirm with bookkeeper before using this form)