

FINANCIAL RESPONSIBILITY SUMMARY FORM

1. Deposits are to be made daily. No money should leave the school.
2. All money generated from activities such as the Holiday Bazaar, Fund Raisers, Special Events or Community Service must be deposited. Following this, payment orders with receipts can be submitted for reimbursement of supplies. **Absolutely no net deposits will be permitted.**
3. Payment orders are processed accordingly:
 - A payment order must have signatures and COPIES of receipts or invoices.
 - Payment orders require 3 full working days.
 - It is the ADVISOR'S responsibility to pay the bills and mail the payment.
4. All bills must be paid prior to summer recess.
5. Copies of receipts and disbursements should be retained for your records.
6. Give Students a receipt every time you exchange money or goods.
7. At year end your account balance must be reconcile to Business Office's balance.

I have read the above and agree to all items listed.

Advisor _____
(print)

Advisor's Signature _____

Date: _____