Bear Store Deposit Procedures

Updated 8-30-2022

Thank you for volunteering at the Bear Store, our PTSA Finance Committee and Wilson Banker have asked us to follow the following procedures for making the daily deposit.

**PRINT your name at the top of the white deposit form verifying the starting cash amount.**

**SIGN your name at the bottom of the form verifying the total deposit amount. Please include a phone number where someone can be reached should there be a question about a transaction or the deposit.**

**Once form is completed with daily deposit totals, please Include the following in a white envelope.**

 **WHITE** copy **of the deposit form**

 **All cash (minus change left in the box)**

**Credit card sales slips and summary report**

**Fill the sticker out completely and place on the back of the envelope across the flap to seal the envelope.**

If you have questions at any time while working the Bear Store please contact Pam Paterson 818-207-2170

 Alicia Deleray 949-922-7331