

Deposit Voucher Procedures

1. Money should never be taken home with anyone before being verified by at least two people (one should always be the fundraiser chairperson).
2. Verification should take place immediately.
3. Both people need to print and sign their names and include their phone numbers.
4. Please deliver the money with the completed voucher form to the Treasurer as soon as the verification is complete. The Treasurer will also verify the deposit before taking it to the bank.