

## ***Morristown East High School Collection Log Procedures***

- ◆ All collection logs must be filled out in ink pen. **Cannot** be done in pencil.
- ◆ Only one account can be placed on a collection log. You cannot turn in an envelope which includes locker fees, insurance and/or club/class fees.
- ◆ No white out can be used if you make a mistake. Should you make a mistake, please draw a line through the mistake and put your initials beside the error.
- ◆ **Collection logs must be turned in daily!** We only have 3 days from the date on the receipt to deposit the money in the bank.
- ◆ Make sure that when you accept a check from a student, on the collection envelope you need to include the check # as well as the account holders' name (name in upper left hand corner).
- ◆ Please remember to total your envelope and sign or initial next to the total.
- ◆ Please remember to include your receipts in the envelope.
- ◆ If the money goes into a special account, please make notation of what account.
- ◆ Thank you for not stapling your money to your receipts or to other papers.

## ***Instructions for Payment of Invoices***

When you have ordered an item, the new state accounting manual states that the packing lists must be signed and turned in to the bookkeeper in order for invoice to be paid. Please verify that what you receive is what is on the packing list. Also make notation of the date received. If there are multiple packing lists for one order, please staple them together.

If your order is a partial shipment, please make notation so that invoice can be paid once order has been completely received.

Also, many companies include the invoice in with the shipment. Please make sure that these invoices come to the bookkeeper as well. Or should you go and pick up an order yourself (for example, t-shirts from the printer, food from a certain vendor) please make sure that the invoice or receipt is included or that it is handed to you and turned in to the bookkeeper.