

Dear Student Account Advisor,

Congratulations on your appointment as club advisor. The same procedures will be followed as in the previous year; Kimberly Thomas (ext. 2432) will be the person to contact when your club has to make a deposit and, Amy Barheight (ext. 2425) will be writing checks, running reports and all other aspects pertaining to student accounts. Below is the outline on depositing/requesting checks for your club:

Deposits

- 1.) Please be sure to call the Business Office to make sure someone is available to receive deposit and/or check request.
- 2.) When making a deposit, make sure you have a total amount of the money/checks you are depositing separately, and then total of deposit.
(Example \$500.00 cash \$250.00 checks total deposit \$750.00)

All coins must be wrapped: quarters in \$10 increments, dimes in \$5 increments, etc. Wrappers are available in the Business Office.

All bills must be grouped together: \$20's together, \$10's, \$5's, \$1's. This will make the deposit quick so the students are not held up and late for class. Please make sure students know the total of the deposit so we match when it is counted. This also lessens the chance of missing money.

- 3.) No deposits will be accepted between the hours of 11:00am and 12:30pm due to lunch breaks in the business office.
- 4.) Be sure all checks are endorsed (on back of check) with the name of the club.

Check Request

- 5.) All requests for payment must have back-up paperwork (invoice) attached to it.
- 6.) Due to procedures that must be followed by the business office staff, please allow **3-5 business days** from the day you initiate the request. Due to the required accounting controls, it is **not possible** to have a check returned to you on the same day or the next business day. Check runs are done on a weekly basis.
- 7.) If you need an account report, please call and request it; allow 1 to 2 business days to process.

Please discuss the above-mentioned procedures with the officers of the club so they are aware of the proper protocol.

Your cooperation with adhering to the above procedures would be greatly appreciated. Thank You