

## Deposit Report Procedures For PAPA Activities

The following report should be used to help account for monies received for a PAPA function, sale, activity, etc. For checks and cash, please:

1. Clearly label the function / event or sale with date. For example, checks received for promotional items sold during a coffee should be labeled as PAPA Coffee – September 30<sup>th</sup>. Promo items sold.
2. Count and list as one line item all cash (Dollars and cents) being submitted.
3. List all checks on the following lines with name, check # and amount. Make sure all checks being turned in are written down. Use additional sheets if necessary.
4. Use separate sheets for each event. In other words, don't turn in checks together on the same form if some are for promo item sales and some are for wrapping paper sales.
5. Put your name on the bottom of your sheet, and together with cash / checks, put in the deposit envelope in the PAPA box. From here the treasurer will make copies of the checks and make sure our coding in accounting is correct. If it is a large deposit, please call the treasurer so she can get it processed as soon as possible.

Please help us account for and deposit all money due to PAPA and our activities as soon as you can so we can receive credit for all our hard work!

