

Sports Deposit Instructions- Information available at dhhsfoundation.org

1. Questions regarding collection and deposit procedures should be directed to the DHHS Foundation Bookkeeper, Diana Sittler at dianasittler@att.net .
2. It is best practice to have more than one person handling/counting /verifying money collected.
3. Complete the DHHS Foundation **Deposit Verification Form (DVF)**. The form must always accompany the deposit, with complete information at bottom of form.
4. The DVF must be signed and verified by each person who handles the deposit.
5. Have second person verify the deposit for accuracy and sign on bottom of form
6. Submit the DVF, along with checks, cash to the person making deposits at Wells Fargo for your sport team.
7. Never deposit team funds into anyone's personal account, and never leave funds in an unsecured location at school or in someone's home.

Preparing Deposit for Wells Fargo

Coach/Team Treasurer Responsibilities

1. Verify that total of checks and cash matches the total signed off on Deposit Verification Form.
2. Make sure each check is made out to **DHHS Foundation** or **Dolphin Force**.
3. Make sure **Sport Team is listed in memo of check**, include Boys or Girls (i.e. Boys Basketball).
4. Complete Bank Deposit Slip- front and back, **write name of Sport on front of deposit slip, above date.**
5. Check totals of same amount may be combined (i.e. 6 x \$25= \$150) where \$150.00 would be in the "dollar and cents" column on back of deposit slip.
6. Stamp or endorse the back of each check (For deposit only to your sports account).
7. Take your deposit to Wells Fargo bank; make sure bank receipt matches your total.
- 8. Staple the bank receipt on the upper right hand corner of the Deposit Verification Form**
9. Place Deposit Verification Form and Bank receipt stapled in the right hand corner, in DHHS Foundation Bookkeeper's school mailbox (or mailed directly to 13 Malibu Laguna Niguel 92677).
- 10.** Email DHHS Foundation Bookkeeper, Diana Sittler at dianasittler@att.net
Subject line- Sports Deposit-Wells Fargo, include: Team, Deposit amount, Date of deposit and Source of funds (i.e. donations, fundraising event).

Paypal Accounts

1. Following a paypal transfer, complete the Deposit Verification Form.
2. Attach the Paypal transaction report from Pay Pal website that exactly matches the amount that was transferred and shows all itemized transactions that make up the amount of the transfer.

Credit Card purchases- transaction details

Credit Card transaction details must accompany any reimbursement request for purchases made by credit card.

To print out credit card transaction details:

1. Sign into your credit card account online.
2. Find the transaction you are requesting reimbursement for.

3. Click onto that transaction so that it gives more detail.
4. Click the print button.
5. Attach this printout with your original receipt to the check request form.

If you have multiple transactions, you can select transactions through a sort function, in order to print multiple transactions details in one document.