

## **Sports Deposit Instructions**

1. Complete the Dolphin Foundation **Deposit Verification Form (DVF)**
2. Sign and complete information at bottom of form
3. Have second person verify the deposit for accuracy and sign on bottom of form
4. Submit the DVF, along with checks, cash to the person making deposits for your sport.

## **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 **the Dolphin Foundation**.
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 the Dolphin Foundation **Athletics** Bookkeeper’s school mailbox.
10. Email the Dolphin 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 they have transferred and shows all itemized transactions that make up the amount of the transfer.