

Activity Accounts Process

Deposits-the deposit form can be printed from the Sports Boosters web page

Please count the money carefully. If there are more than 3 checks, please run a list with a total on a calculator with a tape and attach the tape to the deposit slip or supply an Excel spreadsheet with this information on it.

Fill out the deposit form-one half indicates how the money was earned; the other half indicates how the money is organized (total amounts of bills, coins and checks). Be sure to fill in your totals.

Make a copy of the deposit sheet and put all copies along with money that is ready to go to the bank in a sealed envelope and labeled with the team or club name and place in the Sports Boosters mailbox in the High School Office. If there is a large sum of cash, please contact Kim to make arrangements to get it to her; please do not leave it in the mailbox. A balance sheet will be returned to you to let you know what is in your account.

Withdrawals- fill out the payment-order request form

See Purchasing Procedure

Kim Fellows is the current Treasurer for Sports Boosters. She can be reached by email at kcf2@cornell.edu or by phone 255-3286-work or 387-6526-home before 9:00pm please.

She will try to pick up mail from the Sports Boosters mailbox late in the afternoon on Tuesdays and Fridays.

If you have something that needs to get to her at another time, please contact her to make arrangements.