

## **PHS BOOSTER 2021-2022 DEPOSIT PROCESS:**

1. Fill out the Deposit Form (complete deposit form can be found on the PHS Athletic Booster website).
  
2. The Deposit Form must:
  - List name of sport AND description of what the money is for (concessions, fundraiser, membership, uniforms, etc.)
    - Please make sure and note if fundraiser
    - Please be as specific as possible
  - Checks must be individually listed
  - Currency and coins must be separated and individually listed
  - Two counters and two signatures are required (no exceptions please)
  
3. Please double check your addition!
  
4. After the Deposit Form has been completely filled out:
  - Place the Deposit Form and money in the safe located in the mail room near the main office