



Procedures for submitting money to PTSA Treasurer

**COINS:** Please roll coins as much as possible.  
 Submit in plastic zippered bags.  
 Subtotal amount of coins submitted.

**CURRENCY:** Separate \$1 bills into stacks of \$50  
 Keep all dominations in separate stacks

A TALLY sheet is useful for the submitter and the Treasurer. See the attached for a sample. The general tally sheet can be used for preliminary counts.

**CHECKS:** When submitting checks payable to Miami Palmetto Sr. High School PTSA (MPSH PTSA), please submit a listing of each check (**CHECK LOG**). The information on the log should include *at least the following information:* 1) **Check Number**, 2) **Signer Name**, and 3) **AMOUNT**. Some committees have found it convenient to submit multiple bundles of 25 checks with a one-page log. A sample **CHECK LOG** is below. Preprinted log forms are not necessary, although committee chairpersons may find them helpful and may want additional columns of information. Handwritten logs on lined paper are minimally adequate. Do not hesitate to contact the Treasurer for assistance in custom designing a computerized or preprinted spreadsheet that collects order information that can double as a **Check Log**.

CHECK LOG FOR :			
	NAME	AMOUNT	CK #
1			
2			
3			
.			
.			
.			
24			
25			
	<b>TOTAL</b>		

It is surprising how many times we have checks returned NSF (Not Sufficient Funds). It is imperative for all checks collected to have on the face of the check, the 1) **telephone number**, 2) **address**, and the 3) **name of the signer** (especially when the signature is illegible). It is also a very good idea to have the **STUDENT ID**.

All NSF checks are “charged back” to the fund raising committee that collected them in addition to the \$6.00 bank fee. Collection of the NSF and fee is a task undertaken by the Treasurer with the assistance of the fund raising chair involved. The CHECK LOG is a key part of that process.