



St. Michael's Parents' Association

**PROCESS FOR REQUESTING CHECKS
OR
TURNING IN MONEY FOR DEPOSIT**

CHECK REQUESTS:

- **Please plan ahead.** Checks will only be written twice a month (approximately the 5th and 20th). Requests are collected from the treasurer's box every Friday morning by 8am.
- Fill out the check request form, attach receipts or invoices, and place it in the treasurer's box.
- The treasurer will mail the check to the payee's home address or if directed, to the address on the invoice.
- If you need change for an event, make your request by the check writing date prior to the event.

TURNING IN MONEY FOR DEPOSIT:

- Completely fill out the form (front and back).
- Stamp the back of each check, using the For Deposit Only stamp next to the SMPA mailbox.
- Keep the checks in order according to how they are listed on the back of the deposit form.
- Tally all checks using the SMPA adding machine and make two tapes. (Both tapes should show the same amount.) Attach both tapes to the deposit form.
- Turn in the money and form to the St. M office to be placed in the school safe.
- Notify the treasurer that you have submitted a deposit.
- Please carefully follow all directions. Incomplete forms or miscalculations must be corrected before a deposit can be made.