



BLUE VALLEY NORTHWEST HIGH SCHOOL
PARENT BOOSTER CLUB
13260 Switzer Road
Overland Park, KS 66213-3306

BVNW PBC Deposit Guidelines

1. A BVNW PBC Deposit Form must be completed for each event or deposit.
2. A Cash box is to remain in a safe and secured location until the event volunteers need it.
3. Two volunteers (may include the event manager) are necessary for an event/activity in which money is collected. Each will be responsible for counting and signing off on receipts for the event, and the manager will keep a copy of the form for their records.
4. At the end of the event and after reconciling the cash box, each counter will sign the form.
5. For Cash Only deposits, the individual event sponsor or manager will make a cash deposit within 24 hours, if the bank is open, otherwise as soon as possible thereafter. For Mix deposits (i.e. Cash, Checks and/or Credit Card receipts) the deposit should be given to the PBC Depositor within 48 hours.
6. The manager will return the cash box (if applicable), the BVNW PBC Deposit form and the bank cash deposit receipt to the Treasurer within 48 hours of the event. It is acceptable to mail these to the Treasurer or drop them off at the school in the Booster Club mailbox.
7. If a Treasurer is unable to obtain all necessary paperwork needed, she/he should request assistance from the manager in order to record the deposit in a timely manner.

REFERENCE:
BVNW PBC Deposit Form