

PHS BOOSTER 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