

Due to the high volume of items that must be kept separate to maintain each student's account, we must require that checks be written for all transactions.

You may write one check to combine multiple items for multiple children.

When cash is used, it does not provide enough audit trail and it takes triple the amount of time to trace cash to accounts.

Make all checks to: DCHS Band Boosters.
The words "Band Boosters" must be on the check for us to deposit it.

On the memo line of the check, please write:
student name - description of item - \$amount.

When multiple items are on one check, please write:
student name - description of item - \$amount, description - \$amount,
description - \$amount

example: Jane Doe - fairshare \$100, ACT prep \$70, kroger card \$5, spirit card \$5. The amount on the check would be \$180.

In addition to this, your student will be asked to place each check in an envelope with the following information on the outside:

Student: _____, Description: _____, and
Amount: _____ .

We provide those envelopes in Mr. Cox's office. It would help us cut down on the expense of hundreds of envelopes we provide each week if you would put your check in an envelope from home and mark the appropriate information. Once again this helps with cutting down time when we are tracing your questions about your account.

Thanks so much for helping our volunteer treasurers be able to maintain your student's account in a timely manner by following these rules.