

Procedure for United Way Collection of Funds

The collection of funds should be handled as follows:

1. Encourage employees to write a check. Have certain days that funds should be turned in. If a representative is coming to pickup funds. Set the collection date as the day before. This way all funds will be ready for pickup.
2. If collecting funds, they should be dropped in a container that is located where a school employee is present at all time. (No change drives due to this would need to be wrapped before it could be dropped). Drop everyday for safe keeping until picked up by representative.
3. If funds are being deposited a receipt must be given for all funds collected and a check request sent in made payable to the organization. Please note that the bookkeeper cannot be the person receipting these funds since they make the daily deposit.
4. Funds should be dropped at the bank for safekeeping daily until the date that your school is scheduled for pickup by a representative.