



CHIPPEWA VALLEY SCHOOLS PAYMENT HANDLING GUIDELINES

The Chippewa Valley Schools (CVS) *Payment Handling Guidelines* apply for any type of payment collection that takes place on behalf of all schools, sports teams, student clubs, teachers, parent groups, coaches, sponsors, support groups, volunteers, and students.

Approval of all fundraisers or raffles is at the discretion of CVS Administration, Building Administration, Athletic Director, and/or Business Department. Failure to adhere to CVS *Payment Handling Guidelines*, [Fundraising Guidelines](#), [Student Activity Account Guidelines](#), or [Volunteer Guidelines](#) may be subject to disciplinary action.

District Expectation

To collect payment using one of the District electronic payment systems (*PaySchools Central*, *PaySchools Events* or *Square*). If you are unable to use one of the electronic payment systems, you must receive approval from the Business Office prior to collecting any payments. If you are collecting payment by using a company/vendor that collects student/community payments directly, you must provide information regarding the sale and the website link to the Business Office. Utilizing the District Square account requires pre-approval and equipment reservation. Please contact the Business Office for information.

Forms Needed

[Payment Collection Form](#): Submission of this form is required **prior** to the start of the collection and must include a copy of the flyer, letter or any other communication that will be shared with staff, students or community members. Approval of payment collection is at the discretion of the Building Administrator/Athletic Director. A separate form should be submitted for each payment collection you are holding. The PaySchools Central fee setup information is integrated into the Payment Collection Form on page 2.

[PaySchools Events New Event Setup Form](#): The *PaySchools Events New Event Setup Form* should be used for collecting payments for fundraisers or the sale of items where it is not conducive to use *PaySchools Central*. *PaySchools Events* is a custom webpage created specifically for your sale and can collect information such as item type, size, quantity, purchaser name, purchaser contact info, and other pertinent information that is traditionally on a paper form.

[Deposit Form](#): Provided by the school's bookkeeper/secretary for all payments not collected in a *PaySchools* electronic payment system. As outlined above, payments not collected in *PaySchools* or *Square* must have Business Office approval.

[Receipt Book](#): If you receive approval from the Business Office to accept cash/checks, turn all payments into the school's bookkeeper/secretary and obtain a receipt from the school receipt book.

Receipts

District expectation is to use *PaySchools Central* or *PaySchools Events*. If you are not sure which system would be best for you to use, click here to read the [PaySchools FAQ](#).

If a payment collection has been approved to accept Square or non-electronic payments, **always have two people counting and two signatures on the appropriate *Deposit Form***; this can be advisor and/or students. Classroom collections may be submitted to the bookkeeper/secretary for second person count when accompanied by a signed class list to support deposit. **Any checks collected must be payable to the school. Checks cannot be made payable to “Cash.”**

Payments collected on behalf of any school should never leave the school building for counting or logging, be deposited into a personal bank account, or mailed to a personal address.

Peer-to-peer payment systems (Venmo, PayPal, Google Pay, Facebook Messenger, Apple Pay and any other similar) are prohibited by the district.

All **approved** payments collected must be kept in the school office/athletic safe until deposited. Proper documentation **must always** accompany the deposits. Payments should **NEVER** be kept in a classroom. Teachers/coaches/sponsors/volunteers who collect payments are to turn in 100% of the payments every day. Teachers/coaches/sponsors/volunteers should log payments received on a log sheet that is turned in with their deposit. When turning in payments to the school office, a receipt (using a receipt book) must be completed.

Before collecting payments in the summer, ask the school bookkeeper/secretary when they will be in the office or payments can be deposited on behalf of the school at the district’s Board Office.

For events that are held off site, payments collected are counted and verified by two people, a *Deposit Form* is completed, and payments are put into a sealed Tamper Evident bag.

Have detailed backups for all deposits; backup needs to include students name, payment method, amount of payment received. Backup is attached to the appropriate *Deposit Form*. Detailed documentation can be class lists, [Ticket Reconciliation Form](#), original check stub, listing of participants with amount paid, game schedule, etc..

If using a *Cash Box* for an approved event, the district’s [Cash Box Guidelines](#) must be followed.

For events that occur during the school year, purchases should be timed appropriately ahead of the event, and in some cases can also be made after the event, in accordance with District purchasing methods. For events that take place **after May 20th**, fundraising should end at least **3 weeks prior** to the event date. This timeline will ensure that purchases can be made and received prior to the event taking place and minimizes the need for emergency purchases.

Deposits

Payments collected are always deposited in the denominations that they were received.

Payments collected cannot be used to pay expenses. Expenses are paid by the school bookkeeper/secretary and by school check only. An invoice or check request is required.

All incoming checks to the office need to be endorsed immediately (pertains to bookkeeper/secretary). If the deposit is for checks only, there is no requirement for two people counting.

Deposits should not be sent through inter-office mail. If not going directly to the bank, any deposit leaving a building must be secured in a locked/sealed money bag and physically brought to the Administration building and physically handed to a person for safe keeping. Do not place a deposit into a mailbox. Proper documentation must always accompany the deposits.

Deposits must be made when monies reach \$500 or two weeks, whichever one comes first. Deposits must be made before any Holiday or School Break.

ALL deposit variances or payment handling concerns need to be reported to the district's Business Office.

All forms and guidelines can be found on the *CVS Money Matters* website:

<http://www.chippewavalleyschools.org/staff-links/money-matters/>