**Summer School Pre-Registration Cash Receipt Procedures**

Payments should not be accepted without a completed “2011 BISD Summer School Registration Form.” Calculate the student payment amount by filling in the bottom “Office Use Only” portion of the Registration Form. Issue a receipt to the student/parent. Notate the receipt number issued in the upper right portion of the Registration Form. Inform the parent that they should keep their receipt as it will be required in cases where a refund is requested.

Summer School Packet

Please deliver a Summer School Packet to the Business Office on Friday of each week. The packet should include the following in a sealed envelope:

 Cash/Checks

 Copies of Registration Forms

 Printed Summer School Pre-Registration Deposit Form

If someone other than the person who prepared the packet delivers to the Business Office, place a label over the seal on the envelope and sign. This will ensure the folder is not tampered with and allows the person to deliver the packet without responsibility for its contents.

Summer School Pre-Registration Deposit Form Instructions

* The Deposit Form is an electronic spreadsheet which can be downloaded from the Business Department website (under Procedures and Guidelines – Summer School).
* Document the date of preparation at the top of the form.
* Fill in the following for each receipt issued:
	+ Student Name
	+ Receipt # issued
	+ Place an X in the appropriate column for type of payment (summer school “SS” or online)
	+ Place an X in appropriate column for form of payment (cash or check)
	+ If paid by check, document the name on the check, check # and amount
* Please note: If someone is making a payment with both cash and check or for summer school and online, please enter the payments on separate lines. (Ex – Sally Smith makes $225 payment - $50 online course and $175 summer school. Enter Sally Smith on separate lines and put an “x” for online and $50 on first line and “x” for SS and $175 on second line. This allows the form to accurately calculate the totals at the bottom.)
* The gray boxes will calculate for you
* After completing the Deposit Form and three-way match (see below), print the form AND email to the Business Office Secretary (Veronica Jenkins). Also email to the Coordinator of Instructional Technology (Kelli Montgomery) if any online payments were received.

Three-Way Match

The following amounts should agree:

Actual cash/checks on hand

Total per Deposit Form

Total per “Office Use Only” of the Registration Forms

Registration Forms

The original Registration Forms should be forwarded to the following Summer School Principals:

Mike Gerard @ RHS Hope Deley @ N Richland MS Vess Tetterton @ Watauga MS

Haltom HS N Richland MS Watauga MS

Richland HS Haltom MS North Oaks MS

Birdville HS Richland MS Smithfield MS

 N Ridge MS

Online Credit Card Payments

Parents/students will have the option to pay for Summer School by credit card during the Pre-registration period **online** only. The online store can be found at the following link:

<http://birdvilleisd.revtrak.net/tek9.asp> (Click “High Schools” then “BISD Summer School”)

Once payment is completed, they will print a receipt. This receipt will be presented with the Registration Form. No other receipt is necessary, and the online credit card payments do not need to be included in the process discussed above.

**Please note that all cash and checks should be stored in a secure area at all times.**