

Procedure for Submitting Collections of Checks and Cash

1. Complete the collections form in its entirety, and email it to all the following individuals:
 - a. All the relevant book-keepers - the relevant book-keepers are revealed on the collection form when you choose your budget category.
 - b. President of PTA
 - c. Vice-President of PTA
 - d. Treasurer of PTA
2. If there is cash involved, at least two people (normally the two chairs running the event) need to count the starting and ending cash and sign the form.
3. Once the book-keeper has received your e-mail, the book-keeper will send you the PTA's Capital One bank account number. The account name is "Bethesda Elementary School PTA". Please deposit your checks and cash and checks yourselves. The nearest Capital One Bank branch to Bethesda Elementary is located at 4708 Bethesda Ave, Bethesda, MD 20814.
 - a. When making the deposit, Capital One Bank will request your ID so that they can scan it since your name is not on the account.
 - b. Do not endorse checks – Capital One Bank will stamp "For Deposit Only" on the back of the check.
 - c. After you have deposited the cash and checks, please e-mail the book-keeper an image of the deposit slip.
4. If there is any issue related to your collection and its deposit, please e-mail all of the following individuals:
 - a. All the relevant book-keepers
 - b. President of PTA
 - c. Vice-President of PTA
 - d. Treasurer of PTA