

# Midland Independent School District

## MEMO

To: All Activity Fund Personnel

From: Arturo Valenzuela, Controller

cc: Executive Director of Finance & CFO

Date: 10/16/2018

Re: Ordering Deposit Slips for Activity Funds

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During the secretary training which took place on 7/31/2018 an important notice was mentioned by the Executive Director of Finance. The notice informed the secretaries of the way to request deposit slips related to Activity Fund deposits.

### What used to happen:

Before 07/31/2018, each campus was allowed to order their own deposit slips from Wells Fargo. These deposit slips came in booklets of 400 slips, with the name of the campus which order it. This way of ordering is no longer be allowed at Midland Independent School District (MISD).

### What will happen now:

After 7/31/2018, each campus must place a **requisition** for deposit slips from Superior Press (Vendor ID 48797). These booklets have a price of \$75.72 each (shipping included), and will come in a package of 400. Each deposit slip comes in triplicate, this means there is a pink, yellow, and white copy of the deposit slip. When ordering please write down in the description the following information:

Item #	Item to write in the requisition:	Example:
1.	Name and Org # of the Campus	Goddard JH – 046
2.	A statement allowing the vendor to debit the account provided:	Superior Press has the authority to debit account, from which deposit slips are requested
3.	Last four digits of your account number	**1234

Item # 2 is mandatory, and must be written exactly as in the example.

Item # 3 is an item in the requisition which will have the last four digits of your account number.

The deposit slips will be ordered from the mentioned vendor, received by the warehouse, and forwarded to the campuses when they arrive.

For questions, please contact the persons below:

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