

Shorecliffs Middle School Educational Foundation

Mission: Enhancing the Educational Experience of the Shorecliffs Middle School Students

Deposit Request Form

Date Completed:	
Teacher/Administrator/Representative Name:	
Department:	
Phone Number:	
E-mail Address:	
Event or Purpose of Funds:	
Expected length of time SMSEF to hold monies:	
Amount of requested deposit to SMSEF:	
Authorized parties to request disbursement of monies:	
Signature of requestor agreeing to the terms and conditions as outlined on the Deposit Request Form	

Below for SMSEF Foundation Use Only

Date Approved by the Board (noted in Foundation Minutes):	
Deposit Amount Approved:	
President Signature:	
Secretary or VP of Expenditures Signature:	

Below Treasurer's Use Only:

<input type="checkbox"/> Request Approved in Minutes	<input type="checkbox"/> Request Denied in Minutes
<input type="checkbox"/> Documentation Provided	<input type="checkbox"/> Requestor Notified of Action
Category:	
Amount of funds received:	
Notes:	

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Please turn in this completed form to the SMSEF Foundation mailbox in the SMS office or submit to board member. Thank you for submitting your request for consideration.

By transferring monies into the SMSEF account you will be agreeing to the following:

- If a non-profit organization that is represented on campus at Shorecliffs Middle School requests for The Foundation to hold monies for a specific school function, The Foundation can choose to accept or deny holding the funds in the SMSEF bank account at its sole discretion.
- The requestor must complete a *SMSEF Deposit Request Form* and submit it to a board member for approval by the board either in a scheduled board meeting or via email.
- The SMSEF board reserves the right to manage the monies at its sole discretion. If there is a dispute regarding the funds transferred into or out of the SMSEF account, the SMSEF will make the final determination.
- A *SMSEF Deposit Request Form* must be completed by the Shorecliffs organization and must be submitted to a board member for final board approval prior to submitting or dispersing funds. The *SMSEF Deposit Request Form* will be approved or declined by the board. The outcome of the request will be communicated back to the requestor by a board member.
- Once the *SMSEF Deposit Request Form* has been approved by the board and documented in the board minutes the following information will need to be provided:
 - Date of monies provided to The Foundation
 - Amount of monies given to The Foundation and in what currency (multiple checks, single check, cash, etc). It is preferred that one single check is provided to The Foundation. If multiple checks, cash or a combination of both are provided, the checks must be dated less than 60 days prior to deposit and must be recorded individually to track each check with the check date, number, name and amount for accurate accounting. If checks are returned, the amount charged by the bank for the NSF (non sufficient funds) will be deducted from the original amount deposited.
- If The Foundation is holding monies for a Shorecliffs Middle School organization, the representative requesting the disbursement of funds must complete a *SMSEF Payment Authorization Form* and have a second signature to validate the person's authority to withdraw funds. The form will be submitted to the Treasurer/CFO for disbursement of monies or if the request is questioned it will be discussed at the following board meeting for consideration and final determination.