

Team Accounting Protocol

Making Team Deposits:

- 1. Deposit Slip-** (located in “Forms” folder on the website)
- 2. Complete deposit slip completely**
 - Include player’s name
 - Name on check
 - Break out money being paid (i.e. Registration, uniform, ...)
 - Please put the date of the actual deposit on the top of the RPBSI deposit slip to assist in matching the funds appropriately to your team’s account.
 - Put your team’s division/Coach’s name on the Bank Deposit slip (Bank deposit slip books provided by Treasurer)
- 3. Return form to the Treasurer IMMEDIATELY!!!**
 - Via Fax (561) 790-1530
 - Via Email treasurer@rpbstrikers.com
 - Via Drop off at Katz Field every Wednesday 6:00- 7:00 p.m.

Making a Money Request:

- 1. Requests may be made--**
 - Via Fax (561) 790-1530
 - Via Email treasurer@rpbstrikers.com
- 2. Requests made BY Monday @ 6 p.m. will be paid out on the Wednesday OF THAT WEEK.**
- 3. Check/Money may be picked up Wednesday 6:00- 7:00 p.m. at Katz Field**
- 4. Any requests made on Monday AFTER 6 p.m. will be paid out on the FOLLOWING Wednesday.**
- 5. It is important for Coaches and Team Managers to plan accordingly, as exceptions will not be made for poor or last minute planning.**