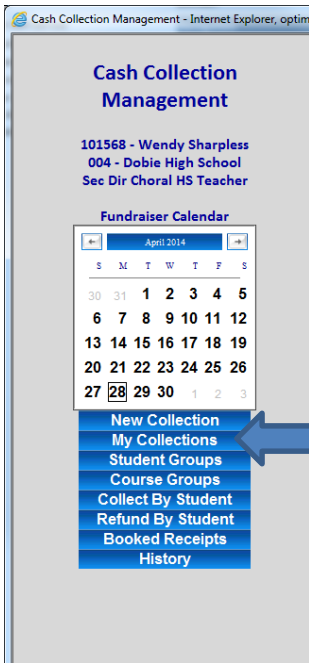


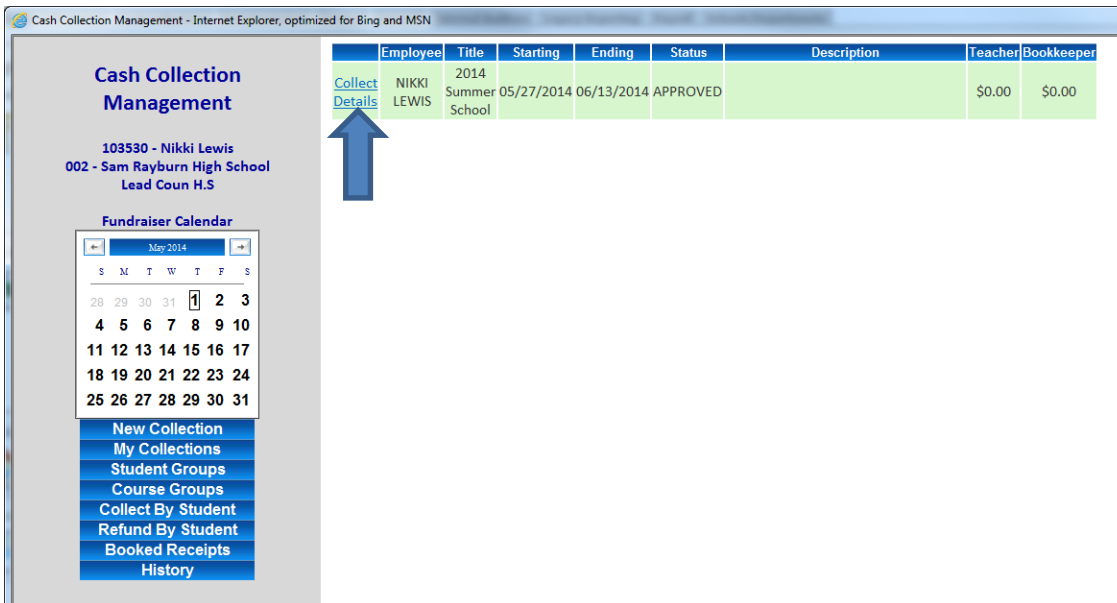
ADDING AUTHORIZE USER TO CASH COLLECTED

Go into the Cash Collections. Once in the Cash Collections follow the following:

Click on **My Collections**



Click on **Details** of the cash collection that will need additional individuals that will need to collect on the cash collection.



Click on **Authorize Collectors**

Cash Collection Management - Internet Explorer, optimized for Bing and MSN

Cash Collection Management

103530 - Nikki Lewis
002 - Sam Rayburn High School
Lead Coun H.S

Fundraiser Calendar

May 2014						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- New Collection
- My Collections
- Student Groups
- Course Groups
- Collect By Student
- Refund By Student
- Booked Receipts
- History


Collection Code: 0020430201400517
 Staff Name: Nikki Lewis
 Staff Location: 002 - Sam Rayburn High School
 Current Status: APPROVED
 Collection Title: 2014 Summer School
 Long Description:
 Category: Fee
 Club/Organization: Extended Year
 Collection Begins: 5/27/2014
 Collection Ends: 6/13/2014
 Scope 1: District-Wide 3
 Scope 2: 0
 Fixed Fee:
 With Teacher: \$
 With Bookkeeper: \$
 Taxable: No
 Authorized Collectors:

What type of merchandise or service will be sold or provided?
Summer school classes

How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?
Counselors

What will funds generated will be used for?
Summer school

How will funds be secured?
Locked bags in school safe.



Collect | Add File Attachments | Authorized Collectors | Close Collection

Choose Collector(s) from **Drop Down Field**

Cash Collection Management - Internet Explorer, optimized for Bing and MSN

Cash Collection Management

103530 - Nikki Lewis
002 - Sam Rayburn High School
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[Back to Collection](#)

Use this form to authorize additional staff members to collect on your behalf. The dropdown contains employees from your campus only. Use the Employee Lookup to find employee numbers of staff at other campuses.

Choose from this campus's staff: 

Or...

Enter a district Employee #:

Employee	Campus	Collected
remove 106164	Sam Rayburn High School	\$0.00
remove 108532	Sam Rayburn High School	\$0.00
remove 110185	Sam Rayburn High School	\$0.00
remove 110396	Sam Rayburn High School	\$0.00
remove 114994	Sam Rayburn High School	\$0.00
remove 117597	Sam Rayburn High School	\$0.00
remove 121317	Sam Rayburn High School	\$0.00

Or Enter a District Employee #

Cash Collection Management - Internet Explorer, optimized for Bing and MSN

Cash Collection Management

103530 - Nikki Lewis
002 - Sam Rayburn High School
Lead Coun H.S

Fundraiser Calendar

May 2014

S M T W T F S

28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

New Collection
My Collections
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[Back to Collection](#)

Use this form to authorize additional staff members to collect on your behalf. The dropdown contains employees from your campus only. Use the Employee Lookup to find employee numbers of staff at other campuses.

Choose from this campus's staff:

Or...

Enter a district Employee #:

[Update](#)

	Employee	Name	Campus	Collected
remove	106164	SANDRA HENRY	Sam Rayburn High School	\$0.00
remove	108532	SARAH CARNES	Sam Rayburn High School	\$0.00
remove	110185	AUDRA RAMOS	Sam Rayburn High School	\$0.00
remove	110396	ANGI WATKINS	Sam Rayburn High School	\$0.00
remove	114994	CARMELA JAMES	Sam Rayburn High School	\$0.00
remove	117597	JOSHUA CASTRO	Sam Rayburn High School	\$0.00
remove	121317	KAREN VILLAVICENCIO	Sam Rayburn High School	\$0.00

Click on **Update** once name(s) have been added

Cash Collection Management - Internet Explorer, optimized for Bing and MSN

Cash Collection Management

103530 - Nikki Lewis
002 - Sam Rayburn High School
Lead Coun H.S

Fundraiser Calendar

May 2014

S M T W T F S

28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
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[Update](#)

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remove	117597	JOSHUA CASTRO	Sam Rayburn High School	\$0.00
remove	121317	KAREN VILLAVICENCIO	Sam Rayburn High School	\$0.00

Cash Collection System is only for "CASH payments"....Not for CREDIT CARD PAYMENTS.