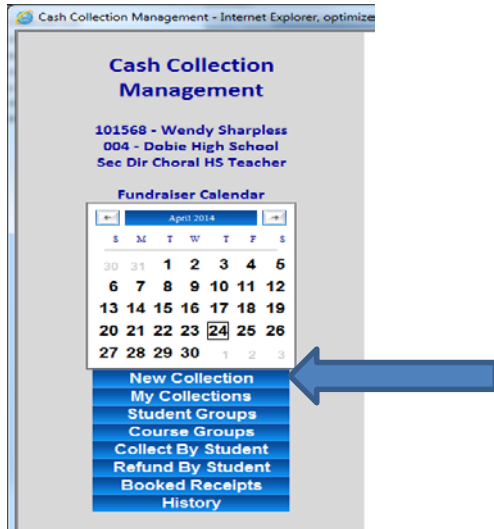


SETTING UP A CASH COLLECTION

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

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

Click **New Collection**



All fields on the request form are required except "Scope 2", "Fixed Fee", and "Taxable?" Any fields not filled you will receive an error message when submitted.

Example of **Completed form** below.

A screenshot of the "Cash Collection Management" form, now completed. The header shows "Cash Collection Management" and user information: "103530 - Nikki Lewis", "002 - Sam Rayburn High School", and "Lead Coun H.S.". A "Fundraiser Calendar" for May 2014 is visible. The form fields are filled with the following information:
Staff Name: Nikki Lewis
Staff Location: 002 - Sam Rayburn High School
Collection Title: Summer School Tuition 20XX
Long Description: Summer School Tuition Registration
Category: Fee
Club/Organization: Extended Day
Collection Begins: 2014-05-12
Collection Ends: 2014-06-12
Scope 1: District-Wide
Scope 2: ...choose scope (with a note: "Leave empty for Campus-Wide or Mass")
Fixed Fee: 60.00 (with a note: "Do not fill if amounts collected may vary.")
Taxable?:
What type of merchandise or service will be sold or provided?
Tuition Registration for Summer School
How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?
Summer School Tuition
What will funds generated will be used for?
Summer School Tuition
How will funds be secured?
Nightly the Funds will be given to Bookkeeper to receipt and secure in campus vault
At the bottom, there is a blue link: "By submitting this application, you are agreeing to adhere to the stipulations above." and two buttons: "Submit" and "Cancel".

Click Submit

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

For rules and guidelines regarding Cash Collection, please refer to the Pasadena ISD Board Policy Manual which can be viewed online [here](#).

Staff Name: Nikki Lewis
Staff Location: 002 - Sam Rayburn High School
Collection Title: Summer School Tuition 20XX
Long Description: Summer School Tuition Registration
Category: Fee
Club/Organization: Extended Day
Collection Begins: 2014-05-12
Collection Ends: 2014-06-12
Scope 1: District-Wide
Scope 2: ...choose scope Leave empty for Campus-Wide or Mass
Fixed Fee: 60.00 Do not fill if amounts collected may vary.
Taxable?:

What type of merchandise or service will be sold or provided?
Tuition Registration for Summer School

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

What will funds generated will be used for?
Summer School Tuition

How will funds be secured?
Nightly the Funds will be given to Bookkeeper to receipt and secure in campus vault

By submitting this application, you are agreeing to adhere to the stipulations above.

Submit



Submitted Cash Collection will be forwarded to Campus Bookkeeper/Secretary and Principal for approval. Approval must be obtained prior to collecting money.

Once **approved** by both the Campus Bookkeeper and Principal continue with **Adding Authorize Users (if needed)**.

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