



A CALIFORNIA DISTINGUISHED SCHOOL

Arleta Ilyas
Finance Manager
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MEMORANDUM

To: PCHS Staff, Faculty and Club Sponsors
From: Arleta Ilyas/Finance Office
Date: 11/5/15
Subject: ASB Deposits/ASB Accounts Guidelines

Finance Office Hours: 7AM to 3:30PM
Hours for Deposit: 7AM to 9AM and 2PM to 3:30PM

When Making Deposits

- Put your deposit in the deposit envelope and fill the form out completely.
- You can request a double count and receipt for your deposit on the spot during the deposit hours stated above.
- A coin machine will be available for you to count and roll your coins for deposit
- If the depositor does not wait for the double count they will receive their receipt within 24 hours
- Deposits should be turned in at the Finance Office to either Arleta Ilyas or Mayra Alapizco
- Deposits may NOT be put in Arleta Ilyas or Mayra Alapizco box in the front office
- Deposits will be posted to your account within 48 hours
- Monies collected at Athletic Events when the Finance Office is closed shall be given to the Athletic Director for deposit the next school day
- Monies collected after school hours should be kept in a safe place by the club sponsor for deposit the next school day

Regarding ASB and Fundraising Accounts

- You may request a statement of your account via email by emailing Arleta Ilyas at ailyas@palihigh.org or Mayra Alapizco malapizco@palihigh.org you will receive it by the end of the next school day
- Verbal requests will not be considered a formal request
- Trust accounts are for Clubs and Athletic Teams ONLY
- Money will never be taken from your Trust account without your knowledge
- Materials Fee's collected are to be used the same year they are collected, there will be no rollover of those monies to the next school year

Thank you for your cooperation.

Policy Board Approved on: November 17, 2015

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