



Weston Public Schools
Revenue Receipts – Transportation Fees

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:		Deposit of Transportation Fees	Revised Date:	May, 2012
Policy: Ensure the security of assets, e.g., cash.				
The purpose of the Revenue Receipts – Transportation Fees procedure is to provide instructions how transportation fees are deposited.				
Completed By:	Admin. Assist. to the Assistant Superintendent for Finance and Operations	Reviewed By:	Admin. Assist. to the Assistant Superintendent for Finance and Operations	
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Treasurer’s Office	
Form Title:	Form 9 &10 Transportation Deposit	Estimated Time Frame:	2 Working Days	
Process for Completion:				
<p>Form 9&10 Transportation deposit must:</p> <ul style="list-style-type: none"> • Be used to deposit Transportation income into the Transportation Revolving account. • All checks made payable to the Town of Weston. • If more than one check is being deposited, an adding machine tape with the total of the deposit must accompany the deposit. <p>To complete a Form 9&10 Transportation deposit form:</p> <ul style="list-style-type: none"> • Enter the Transportation Revolving account number (SDTRNS 24381 43232). • Date of the deposit. • For each check made payable to the Town of Weston, list the name of the individual or organization the check is from, the check number, the date of the check, and the amount of the check. <p>Important - All checks must be endorsed (stamped) with the “For Deposit Only Town of Weston” upon receipt into the Business Office. In addition, all checks held overnight must be held in the Business Office safe.</p>				
For additional information, please contact:				
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External URL:	www.westonschools.org			
Weston School Committee Policy:	Revenue from Non-Tax Sources, DF; Depository of Funds, DG			