

PENFIELD PATRIOTS SPORTS BOOSTER CLUB BANK DEPOSIT PROCEDURE

All team deposits should be made using the following procedure:

1. Individual Booster Clubs are to make deposits of their program's funds into their individual Team's Booster Account at:

Family First Federal Credit Union

2520 Browncroft Blvd.

Rochester, NY 14625

(or go to <https://home.familyfirstny.com/locations> for Perinton and Webster locations)

The name on the account to be used is PENFIELD PATRIOTS SPORTS BOOSTER CLUB and YOUR RESPECTIVE PROGRAM.

2. Please make a note in the margin of the deposit slip as to what type of revenue is represented by the deposit (banquet, spirit wear, camp, fundraising event, etc.). Mail a copy of the deposit slip to the Global Treasurer at PPBSC, PO Box 25354, Rochester, NY 14625; or scan and email to treasurer@penfieldboosterclub.com.
3. Give the white copy of the deposit slip to the bank teller along with any checks or cash you are depositing.
4. Retain the yellow copy of the deposit slip in your deposit slip book and staple the bank generated copy of the deposit slip you receive to that yellow copy to provide proof of your deposit, should any questions arise.
5. If any of the items on a deposit are returned for Insufficient Funds, your program account will be charged \$20. You will be informed of any checks that have not cleared within 1 week of the Treasurer receiving notice from the bank.
6. If you need additional deposit slips, please email treasurer@penfieldboosterclub.org. The cost for additional books is \$25 and will be charged to your program account. It takes 2 to 3 weeks to process the request.

If you have any questions, please email treasurer@penfieldboosterclub.org.