

# Liberty Public School Game Day Concession Bag Pick Up & Deposit Procedures

1. Sponsor or Representative of group should pick up moneybag, concession keys, and paperwork day of event for all sports EXCEPT, VARSITY FOOTBALL! Concession Supervisor will bring money to concession stand for Varsity Football.
2. The startup amount for each bag is \$200.00, except varsity football. Make sure the \$200.00 gets put in the startup bag at the conclusion of the concession event. If possible when restocking the startup bag please use the following denominations. If that is not possible, please make sure \$200.00 is back in startup.
  - 10's = 5 (\$50)
  - 5's = 12 (\$60)
  - 1's = 60 (\$60)
  - Quarters = 120 (\$30)
3. Profit (total amount minus startup) needs to be placed in the deposit bag with the Commerce Bank deposit slips and Athletic Deposit Form.
4. At the end of the evening, DROP the start up bag, WITHOUT THE KEY, and the profit bag into the safe. Concession keys and start up bag key should be turned into the main office the next business day or to the game administrator.
5. Please DO NOT put START UP BAG or KEYS INSIDE THE PLASTIC PROFIT DEPOSIT BAG.

Thank you so much for volunteering. The main office can answer any questions you have. We appreciate your dedication to LHS and our students. **Please keep in mind, you and your group is responsible for the district money while it is in your possession. Please make sure you follow these financial procedures and cleaning procedures. At the end of each evening financial reports are automatically sent via PayPal to our District Office.**