

PINELLAS COUNTY SCHOOLS
INSTRUCTIONS
PLEDGE/COLLECTION SHEET

1. The student uses a single form (pledge/collection sheet) on which are recorded both the details regarding the pledge and the collection of funds.
2. It is suggested that the sponsor get a blank form from the bookkeeper and fill in all of the header information, with the exception of the student name and sheet number, and then make a specified number of copies of this master. These forms will then be pre-numbered preferably by a numbering machine or by an individual who is independent of the pledge activity.
3. The student group sponsor will control the pledge/collection sheets by recording all of the sheet numbers printed on the Pledge Control Sheet (PCS Form 3-2899). The student will sign next to the number of the sheet(s) that they receive.
4. Important: Before the student returns to the donor to collect the money pledged, the student group sponsor must fill in the "Number Completed," calculate the amount due for each line and sign the bottom of the collection form, certifying that the student completed the number of units of achievement indicated.
5. When turning in money to the student group sponsor, the student will sign a Signature Sheet, (PCS Form 3-2136) which is an official Pinellas County School receipting document supplied and controlled by the bookkeeper.
6. The sponsor will cross reference the signature sheet number on the corresponding line(s) of the pledge/collection sheet that represent the revenue submitted by the student, and note the pledge sheet number on the signature sheet. It is preferable that all of the money pledged is collected and turned in at one time, so that the pledge/collection sheet can be returned, logged in and retained for audit review.
7. Revenue collected will be balanced both to the signature sheet and the collection sheet, and then all respective funds and documents will be submitted to the bookkeeper for receipt and deposit.
8. ALL Pledge/Collection sheets MUST be returned to the group sponsor, whether used or not. It is imperative that ALL sheets be accounted for, for audit purposes, as well as school internal control.