

**INTER-OFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**

**TO:** Cafe Fiscal Support  
Budget Services and Financial Planning Division

**DATE:** \_\_\_\_\_

333 S. Beaudry Ave 26<sup>th</sup> Floor  
Los Angeles, CA 90017

**FROM:** \_\_\_\_\_  
Name and Location Code of School

**SUBJECT:** EXEMPTION TO DEPOSIT COLLECTIONS DAILY

This is a request for an authorization to bank our daily cash collections less frequently than the normal daily schedule. Our average daily cash collection for the period from \_\_\_\_\_ to \_\_\_\_\_ totaled \$\_\_\_\_\_. This amount is significantly less than the standard limit to make a deposit.

The traveling time to the bank on a daily basis (for such a small deposit amount) has created a hardship, making it difficult to efficiently manage the daily operation of the cafeteria.

I understand that I must make a deposit whenever collections reach \$50.00. Collections must be deposited at a minimum on the last day of each week and on the last school day of each calendar month. If I am approved for exemption, I understand that I **must** prepare the deposit slip each to account for the daily collections. I understand that these funds/monies belong to the Food Services Division and I must safeguard them until they are deposited.

Thank you very much for your attention.

Print name:

Signature:

\_\_\_\_\_  
Food Services Manager

\_\_\_\_\_  
Food Services Manager

**\*\*By signing this form you are confirming all the information provided is true and accurate**

Approved by:

Sent to Cafe Fiscal:

\_\_\_\_\_  
Area Food Services Supervisor

\_\_\_\_\_  
Date

\_\_\_ Please check off that the Validation of Daily Cash Collected Form is complete and attached.