



Office of School Financial Services • 125 South Clark Street, 14th Floor • Chicago, Illinois 60603
Telephone: 773/553-2700 • Fax: 773/553-2701

MEMORANDUM

To: Principals
From: Pedro Martinez *PM*
Chief Financial Officer
Date: August 19, 2008
Re: 2008-09 Internal Accounts Armor Car Pickup Schedule

The Office of School Financial Services looks forward to working with you as we prepare for another great school year!

To support schools' needs and fund collection activities, internal accounts armor car pickups have been scheduled as a component of the Consolidated Banking program. Every effort has been made to retain your school's pickup day(s) the same as the prior school year. However, please be aware that there may be adjustments to the pickup schedule as a result of school closings, consolidations, reconstitutions, and the relocation of schools. Below are the general schedules and start dates for FY09 school pickups:

HIGH SCHOOLS

Twice per week
Tuesday and Friday
Effective Tues., August 26, 2008

ELEMENTARY SCHOOLS

Once per week
Tuesday or Wednesday or Friday
Effective Tues., September 9, 2008

Remember to lock all funds in a safe or vault until pickups are made. All funds must be ready for pickup as drivers will not wait for schools to count and bag money.

A newsletter with more detailed information will be forwarded to schools in September. In the interim, we encourage you to visit the Consolidated Banking website to view and access a copy of the Consolidated Banking and U.S. Bank SinglePoint Training Manual, former newsletters, FAQs, and forms. All updates will be posted to the website and may easily be obtained by clicking the following link or simply copy and paste the link to your web browser: <http://www.quia.com/pages/consolidatedbanking.html>

We're dedicated to supporting you. If you have any questions or concerns pertaining to pickups, contact the Consolidated Banking Hotline at 3-2766.

Approved: *Barbara Eason-Watkins*
Dr. Barbara Eason-Watkins
Chief Education Officer

Approved: *David G. Gilligan*
David G. Gilligan
Chief High School Officer

c: Flavia Hernandez, Elementary Areas and Schools Chief Officer
Children First