



**Department of
Education**

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OFFICE OF SCHOOL SUPPORT SERVICES MEMORANDUM FS4-2011

TO: **PRINCIPALS OF ALL DAY SCHOOLS
ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGERS
ASSOCIATE SCHOOL FOOD SERVICE MANAGERS
SCHOOL FOOD SERVICE MANAGERS**

FROM: Lawrence H. Weintraub *LH Weintraub*

SUBJECT: Cafeteria Bank Account Procedures

DATE: September 7, 2010

INTRODUCTION

Many schools, generally high schools, establish a bank account for the school food service program separate from the general school bank account. For most schools, the cash received does not justify the effort involved in maintaining two accounts and these schools do not have to establish one. While this memo was specifically written for schools with separate accounts, much of the information regarding Department of Education banking procedures are applicable to all accounts.

School Cafeteria Funds are monies that are received from the adult staff members of a school and the parents or guardians of students for the **sole** purpose of paying for cafeteria services provided by the Office of SchoolFood.

The procedures detailed in this memo relate to:

1. The opening of a cafeteria bank account for the cash receipts from the school cafeteria;
2. Removing the monthly bank service charge from the cafeteria bank account; AND
3. Changing of signors on the cafeteria bank account.

The conduct of all activities involved in the disbursement of money is the responsibility of the principal. No such activity can be conducted without the principal or the staff person whom the principal has designated.

All cafeteria accounts are to be opened through the Department of Education's Banking Department at:

<p style="text-align: center;"> New York City Department of Education Banking Department 65 Court Street, 18th Floor Brooklyn, NY 11201 Phone: (718) 935-2654 Fax: (718) 935-5329 Tax ID Number: 13-6400434 </p>
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PROCEDURE FOR OPENING A CAFETERIA BANK ACCOUNT

- Complete the [Request to Establish a New Bank Account](#).
- Using the [list of banks](#), select two possible banks that are near the school. *These banks have an agreement with the Department of Education not to charge a monthly service fee.* There will be a fee for returned checks as well as checkbooks and deposit tickets when ordered.
- For banks other than JPMorgan Chase, Bank of America, Capital One, HSBC, and TD Bank, visit the branch of the bank selected by the banking unit and request two signature cards and bring them back to the school for completion. For JPMorgan Chase, Bank of America, Capital One, HSBC, and TD Bank, a copy of the required form can be obtained by using the link on the designated [list of banks](#).
- Obtain a letter from the principal, on school letterhead, requesting a new bank account.
- A **minimum** of three people (designated by the principal) must sign the signature cards and the application. **OFFICE OF SCHOOLFOOD STAFF CANNOT BE A SIGNATORY. THIS IS A SCHOOL ACCOUNT.**
- Once the application is signed, send the application, the letter and the signature cards **to the Department of Education's Banking Department, Attention: Rachid Dehbi for processing.**

The Department of Education will forward the application to the New York City Comptroller's Office. The Comptroller's Office will contact the bank. The bank will then process the application, order the checkbooks and checkbook cover and mail them to the school.

REMOVAL OF MONTHLY SERVICE CHARGES ON ACCOUNTS OPENED BY THE DEPARTMENT OF EDUCATION

Contact the Department of Education's Banking Department by faxing or mailing a copy of the bank statement(s) that reflects the service charge and a cover letter (on school letterhead) with a request for the Department of Education to contact the bank and eliminate the fees.

CHANGE OF SIGNORS ON A CAFETERIA ACCOUNT

If there is a need to change the signors of Cafeteria account, please complete the following steps.

- For banks other than JPMorgan Chase, Bank of America, Capital One, HSBC, and TD Bank, obtain two signature cards from the bank. For JPMorgan Chase, Bank of America, Capital One, HSBC, and TD Bank, a copy of the required form can be obtained by using the link on the designated [list of banks](#).
- Complete the signature cards with a minimum of three signatures.
- Mail the two signature cards with a letter (on school letterhead) to the Banking Department. The letter must indicate the name of the person(s) being removed and why. The name(s) of the new signors must also be included.

If you need any assistance or have any questions regarding this memorandum please contact:

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