

Preparing for the Bank Deposit

Checks/Money Orders

- Stamp the back of all checks and money orders with an endorsement stamp.
- Add up all checks and money orders using a calculator or adding machine.
- When using Various in the Payor section you must complete a spreadsheet which includes name, amount, check number and deposit number.
- Prepare bank deposit ticket and write the deposit number and/or bag number on the slip.
- Clear bank deposit bag, insert the first copy of the check deposit ticket, calculator tape, and checks/money orders and seal the bag.

Cash

- Add up all cash using a calculator or adding machine.
- Prepare a bank deposit ticket and write the deposit number and/or bag number on the slip.
- Solid bank deposit bag, insert the first copy of the cash deposit slip, calculator tape, and all cash and seal the bag.

Department Credit Cards

- Attach all batch settlements to the deposit record.

Cashier's Office

- Receives the cash and check bank deposit bags (Inside the deposit bag includes cash or checks and the first copy of the deposit slip).
- A copy of Departmental deposit record(Remains outside the deposit bag).
- Check/Money Order spreadsheet (Remains outside the deposit bag).
- 2nd copy of the cash and check bank deposit ticket slip (Remains outside the deposit bag).
- All batch settlements (Remains outside the deposit bag).