

2) Open bag to inspect and complete detailed verification of contents immediately.
3) Report any discrepancies immediately to JPMorgan Chase Bank, N.A.



TO: CHASE BANK FROM: Pflugerville ISD
(Name of Depositor (Banking Center))

DATE: 9/22/2020

SAID TO CONTAIN: \$ \$363.37

BAG# _____ OF Admin Building
(Depositor Identification (Cost Center))

ITEM REORDER NO. 274313S



SS 44889577

List name of your campus here instead of Admin Building. Also list campus ORG number.

TO REMOVE CONTENTS

CUT ALONG BOTTOM

- Complete the Brinks spreadsheet listing each bank bag included in the LARGE bag.
- Loose checks, coin and/or cash should NOT be put in a LARGE bag -- just sealed bank bags.
- DO NOT put coin packs in the LARGE bag.
- Print off a copy of the spreadsheet and include with the bags in LARGE bag.
- Save a copy for your records.
- Bundle small bank bags for each bank account together.
- Print out and include the packing slip with your campus name in white interior pocket of the large bag so the address is visible.

BRINKS Deposits

9/20/2020

Bag No.

SS44889577

Fund	ACCT	Group	Bag date	Bag #	Cash	Checks	Amount
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711	2318	Extended Day	9/20/2020	58327389	131.00		131.00 0.00
461	1976	888 WHS Speed Camp	9/15/2020	62200773	25.00		25.00
461	1976	888 CHS SC camp	9/15/2020	62200774	100.00		100.00 0.00
863	2040	PR TCG refund	9/18/2020	62200747		107.37	107.37 0.00 0.00 0.00 0.00 0.00 0.00
Total in Bag					256.00	107.37	363.37 363.37
Number of bags			4				

FROM:

Pflugerville ISD Administration
1401 W Pecan St
Pflugerville, TX 78660

TO:

JPMorgan Chase

Example of Admin Bldg packing slip for LARGE bag