

DEPOSITS

All cash and checks collected at a campus and/or department are to be worked up on a daily basis and sent to the administration at least once a week. Contact officer if deposits have not been picked up each week. Complete a deposit transmittal, deposit slip, deposit tamper resistant bag for each deposit and keep a list of all deposits/bags on a Deposit pickup log.

DEPOSIT TRANSMITTAL –Exhibit D1 (Please use template I sent for your campus)

1. **Bank Account Number** – Activity account # is 6195425027 (each campus has a different location code number) (Completed on the template)
2. **Campus** -- name of campus/organization (Completed on the template)
3. **Date** -- current date
4. **Budget #** -- funds are to be credited
5. **List of Checks Section** – from each of the individual checks list name (last then first), check # & amount of the check in this section. If more than 34 checks, place them in a separate deposit. Deposits should not contain more than 34 checks. **Be sure to endorse all checks.**
6. **Detailed Description of how funds were acquired** – Enter Receipt #'s from campus receipt book for checks being deposited. Please enter a brief description on how the funds were collected in the "Description Section" along with the bag # used to send the deposit to the bank. This information is needed for audit purposes.
7. **Currency Section** -- # of bills for each denomination *formula is set to calculate the amount for each denomination* (No need to total - a formula is set to total it)
8. **Coin Section** -- # of each denomination of coins *formula is set to calculate the amount for each denomination*. (No need to total-formula set)
9. **Deposit Slip Information Section** – **Do not** need to enter any information-formulas are set-up to pull data from other sections. **[Use this section to complete bank deposit slip.]**
10. **SAVE AS:** Save the file each time by going to File, Save As, (use a file name such as campus name plus date of deposit. Ex. Admin 05-10-17). **Do Not** click on the disk icon to save -- this will write over the blank form/template.
11. **Print** out copies for the bank (place one in currency/coin section and one in the checks/deposit slip). Keep one for campus records as part of backup for the deposit in case ever audited.
12. **Email** the file to me at jringleben@tcisd.org the day the deposit is worked up. **Do Not Wait.** Waiting causes delay in posting deposits. Delays the budget being credited and causes delay in spending the funds. Allows me to verify deposit was received at the bank in a timely manner and not lost by courier(s). I need everyone to email this to me; don't send interoffice. This assists me in creating a spreadsheet of all checks deposited. When a bad check is returned from the bank it will be quicker to research and find where the check was deposited and to what budget it was credited. The return check is debited out of the budget quicker and this helps to avoid taking future bad checks.

DEPOSIT SLIP –Exhibit D2

Using the Deposit Transmittal “Deposit Slip Information Section”

1. **Enter Date**
2. **Enter Currency Total Amount**
3. **Enter Coin Total Amount**
4. **Enter Check Total Amount** (If sending a copy of the completed transmittal with the deposit to the bank, no need to list the checks on the deposit slip. In the check section of the deposit slip write “**See enclosed list.**” **In this case include a copy of the transmittal in both sections of the security deposit bag.**
5. **Enter Deposit Total** – This is entered in two sections on the deposit slip.
6. **Enter the number of checks** in the **Total Items Box** of the deposit slip.
7. **Note** Tamper Resistant BAG # on the deposit slip.
8. **Copy all checks and deposit slip to keep with campus receipts/backup.**
9. **Have another employee verify cash / deposit slip is correct – in your presence.**

TAMPER RESISTANT BAG – Exhibit D 3 & Exhibit D 4

Use one bag for each deposit. Do not put multiple deposits in one bag.

1. Fill out deposit bag information before inserting items.
 - a) **Customer Name** — Texas City I. S. D.-Campus name
 - b) **Account Number** — Bank number from deposit transmittal or deposit slip plus campus location code #
 - c) **Date** — current date
 - d) **Cash** — Total currency amount
 - e) **Coin** — Total of coin amount
 - f) **Checks** — Total of checks
 - g) **Total** — Deposit total
 - h) **Number of One Hundred Bills** – leave blank
 - i) **Signature** – your signature and person who verified the cash
 - j) **To (Para):** Wells Fargo Bank
 - k) **Special instructions** – if needed
2. Tear off top tab showing bag number and retain with copies of deposit items for campus records.
3. Insert checks, copy of deposit transmittal and deposit slip in the Left Side.
4. Insert the currency, coin and a copy of your deposit transmittal in the right side pouch.
5. Once everything is in the bag, peel off strip to expose adhesive. Press down firmly from center to edges.
6. **DO NOT ATTEMPT TO REOPEN**—if the tamper resistant strip shows any signs of tampering the bank will not accept the deposit bag.

DEPOST PICKUP LOG – Exhibit D 5

Write Cafeteria bag and all campus activity deposits on the Security officer’s deposit pickup log. – DAILY. Enter date, campus, deposit total and bag/seal #.

After officer signs “Receipted By” section keep copy for campus records and officer takes original with deposits to the administration vault. Brinks picks up and takes to Wells Fargo Bank. It takes several days before bank credit’s the TCISD’s account.

TCISD Cash # (Business Office)



Texas City Independent School District

Deposit transmittal of funds

Wells Fargo Bank Account # 6195425027 - 000750

Receipt # 201X-0000001

Campus _____ **Administration Activity** _____ **Date** 05/10/17
Budget # _____ **461 Q 00 3490 00 750 0 00 018**

LIST OF CHECKS		
	Name	Check # Amount
1	Howard, Julie-Ann	102 20.00
2	Lee, Margaret	201 20.00
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
Total checks		\$40.00

Detailed Description of how funds were acquired: Ex.(fundraiser, car wash) <i>List of Receipt #'s making up deposit</i>
Receipt #'s 046601 thru 046607
Reimbursement for shirts purchased
BAG # 2840802

CURRENCY		
Currency	Number of bills	Amount
\$100.00		\$0.00
\$50.00		\$0.00
\$20.00	2	\$40.00
\$10.00	2	\$20.00
\$5.00		\$0.00
\$2.00		\$0.00
\$1.00		\$0.00
Total Currency		\$60.00

COINS		
Coin	Number of Coins	Amount
\$1.00		\$0.00
\$0.50		\$0.00
\$0.25		\$0.00
\$0.10		\$0.00
\$0.05		\$0.00
\$0.01		\$0.00
Total Coins		\$0.00

Deposit Slip Information	
Currency Total	\$60.00
Coin Total	\$0.00
Check Total	\$40.00
Deposit Total	\$100.00

 SUPERIOR PRESS • (888) 590-7998



DEPOSIT TICKET

WELLS
Wells Fargo Bank, N.A.
Texas

DATE 11/01/17

3173026
DS4 2-D-BK

TEXAS CITY INDEPENDENT SCHOOL DISTRICT
SCHOOL ACTIVITY
1700 9TH AVE N
TEXAS CITY, TX 77590-5470

TOTAL ITEMS 2

\$

1100075011 1:5808003931:

61954 250 2711

CURRENCY	DOLLARS	CENTS
COIN		
CHECKS LIST EACH SEPARATELY		
1 CK# 102	20	00
2 CK# 201	20	00
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
TOTAL	100	00

PLEASE PRINT
ENTER TOTAL HERE

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

Prepared By

Verified By

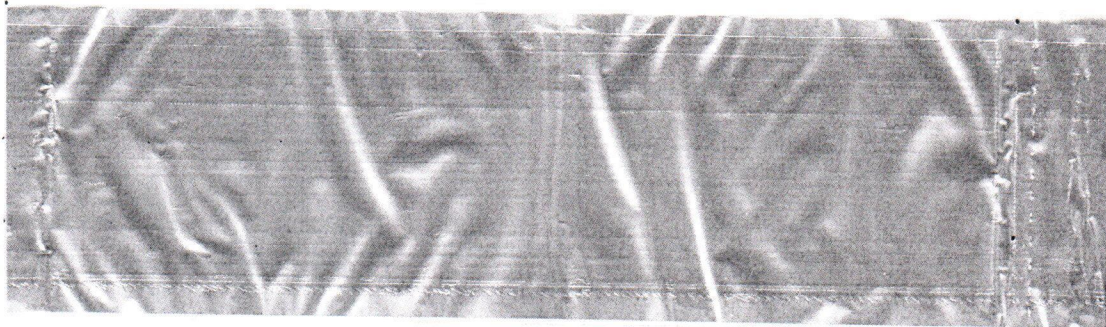
Exhibit D3

LEFT SIDE

DATE (FECHA): _____ Checks (Cheques): _____
Total Deposit (Depósito Total): _____

TEAR OFF RECEIPT

CK2840802



INSERT CHECKS AND DOCUMENTATION
INTO THIS POUCH

DEPOSIPAC™

CK2840802



FROM (DE):

Customer Name (Nombre del Cliente): TEXAS CITY ISD - ADMIN

Account Number (Número de Cuenta): 6195425027 - 000750

No Corte Por Aqui Para Abrir

DEPOSIPAC™

Do not cut here to open

Exhibit D 4

DATE (FECHA): _____

Currency (Efectivo): _____

DEPOSIPAC™

RIGHT SIDE

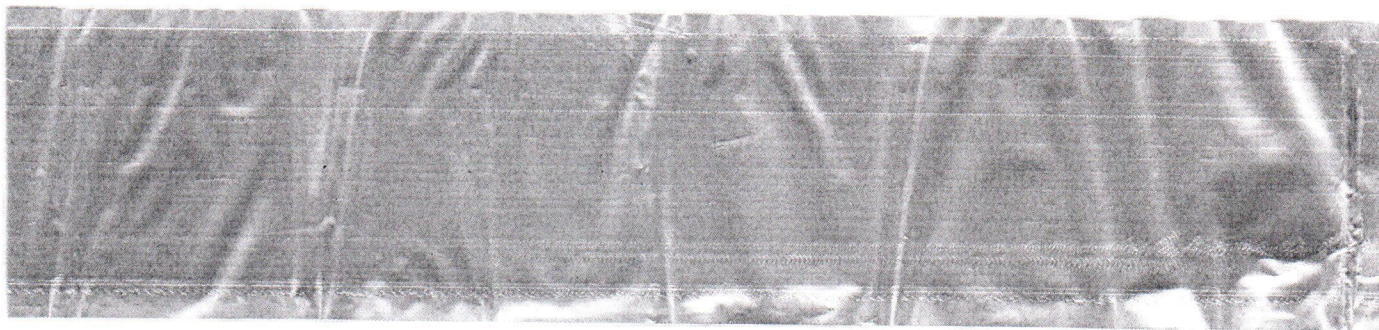
CA2840802

Coin (Monedas): _____

Checks (Cheques): _____

Total Deposit (Depósito Total): _____

TEAR OFF RECEIPT ↴



INSERT CASH ONLY INTO THIS POUCH

WARNING

ATTEMPTS TO OPEN THIS BAG WILL ACTIVATE THE
HIGHLY TAMPER EVIDENT VOID TAPE. IF ACTIVATED,
DO NOT OPEN. NOTIFY SENDER IMMEDIATELY.

AVISO

CUALQUIER INTENTO DE ABRIR ESTA BOLSA,
ACTIVARÁ LA CINTA ADHESIVA ALTAMENTE SENSITIVA
A ALTERACIONES, SI LA CINTA HA SIDO ACTIVADA,
NO ABRA LA BOLSA, NOTIFIQUE AL
REMITENTE INMEDIATAMENTE.

EVIDENCE OF TAMPERING MAY INCLUDE:

✓ APPEARANCE OF THE WORD VOID IN THE TAPE.

CA2840802



Do not cut here to open

DEPOSIPAC™

No Corte Por Aquí Para Abrir

FROM (DE):

Customer Name (Nombre del Cliente): Texas City ISD - Admin

Account Number (Número de Cuenta): 6195425027 - 000750

Date (Fecha): _____ Current date

DEPOSIT SAID TO CONTAIN (VALOR DEL CONTENIDO):

Cash (Efectivo): _____ Total of currency

Coin-limit \$10.00 (Moneda-Límite) \$10.00: _____ Total of coins

Checks (Cheques): _____ Total of checks

Total Deposit (Depósito Total): _____ Deposit total

Number of One Hundred Bills

(Cantidad de Billetes de Cien Dólares): _____ N/A

Signature (Firma): _____ You sign & Verified by signature

TO (PARA): _____ Wells Fargo Bank

SPECIAL INSTRUCTIONS (INSTRUCCIONES ESPECIALES):

If you need (only) otherwise leave blank

TO REMOVE CONTENTS-CUT ALONG DASHED LINE

DP-C
SDB13C

TEXAS CITY ISD DEPOSIT PICKUP

[illegible]

Retain copy for your records.

Officer takes original with bags on assigned day(s)