

Cash Deposits

Deposits containing U.S. currency and up to \$10 in U.S. coin

Cash deposits at a glance

- 1 Prepare currency
- 2 Add coins
- 3 Complete deposit slip
- 4 Label deposit bag
- 5 Complete shipping manifest
- 6 Retain records

Bag type: Single pocket

Prepare currency

If your deposit has **fewer than 100 notes**, place the notes directly in a deposit bag.

If your deposit has **100 or more notes** bundle them and place them in a bag.

Place a rubber band around bundles containing up to 500 notes.

Add coins

Place no more than \$10 in loose coins in the same deposit bag with your currency.

For more than \$10 in coin, you will need to create a separate coin-only deposit.

Coin only deposits (\$10 or more)

- Prepare coin-only deposit bag
 - Place completed deposit slip inside a deposit bag.
 - Make sure the outside of your coin-only deposits bag includes:
 - Campus name and Org code
 - Date
 - Who prepared the deposit
 - Date
 - Amount

Complete deposit slips

Place a completed deposit slip in each bag that includes:

- Deposit date
- Currency by denomination
- Currency total
- Coin total, if applicable
- Grand total

Label deposit bag

Place the deposit slip inside the bag so that it is visible from the outside.

Make sure the outside of the deposit bag includes:

- Company name
- Campus name and number
- Deposit total
- Account number

Best Practices

- Remove all staples and paper clips from currency
- The weight of any single bag cannot exceed 50 pounds. If a bag exceeds the limit, use multiple bags.