

## Armored Car Procedures

PISD currently contracts with Brinks which makes stops at all campuses to pick up bank deposits.

All deposits are placed into clear plastic tamper-proof bank bags. These bags are provided by the district to all campuses. Please contact the Finance Department for bags.

The information on each bag should be completed per the instructions on the bag. To reduce bank fees, each bag should only contain one deposit and deposit ticket. Deposits going into different bank accounts must never be in the same deposit bag.

Before placing the deposit into the bag, the bank bag number should be written on the deposit ticket for tracking purposes. The bag number should appear on all copies of the deposit ticket. The original deposit ticket is placed in the bag and the pink copy is attached to the original deposit form. The yellow copy stays in the deposit ticket book. The tear strip from the top of the tamper proof bag is removed before sealing the bag.

Smaller bank bags (i.e. cafeteria bags) must be placed in the larger jumbo bag and be ready for pickup by 8:00 a.m. on the scheduled day, since pickup time varies. Extra charges are assessed for the number of bags and for courier wait-time. To reduce these costs, jumbo bags must be used, and campus office staff should be available to give courier bags in a timely manner.

All campuses should use a **spreadsheet** to record bags picked up by the Brinks courier. The courier will scan and enter the amount contained in each bag. You will be asked to verify and compare with the campus spreadsheet and sign for the amount Brinks picks up.