

DEPOSIT STEPS

Detailed instructions with examples can be found in the 2023-24 Training Manual
Section II pgs 16-22

1. Items Needed:

- a. Security Deposit Bag
- b. Deposit slip for appropriate account (Trust & Agency=T&A or General Fund=GF)
Trust & Agency accounts house funds that are group oriented such as PTO ♦
Fundraising accounts ♦ class accounts ♦ donations ♦ funds that come in and go out.
General Fund accounts are district budget accounts such as Chromebook repairs ♦
Athletic Gates ♦ reimbursement of lost books/supplies
They have different bank accounts, thus requirement for appropriate deposit ticket
- c. Deposit Count sheet (not needed if only checks)
- d. ½ sheet deposit log
- e. Green school lock bag (some have blue)

2. Count Cash, complete Deposit Count Sheet, 2 signatures

3. Complete Security Deposit Bag

Under depositor: Name of School or Group (ex Admin B&F, Admin Fund)

Account Number: The account you wish to deposit into

(example: T&A 8000R-5114 GF 000001R-5118)

Location: the 3 digit school number, found on deposit slip (LOC #XXX)

Financial Institution: PNC

Your Info Here: Name of school, person filling out bag or other identifying info

Said to contain:

Currency: (paper cash)

Coin: change (watch weight usually \$10 or less)
If you have more than \$10 use larger coin bag

Checks: total of checks included

Total: total of complete deposit

Date: Date filling out deposit bag