• All batch settlements (remittances outside the deposit bag).
  • Outside the deposit bag.
  • Blue or yellow copy of the cash and check bank deposit ticket slip (remittances outside the deposit bag).
  • Cheque/Money Order Spreadsheet (remittances outside the deposit bag).
  • A copy of departmental deposit record (remittances outside the deposit bag).
  • Includes cash or cheques and the white and pink deposit slip.
  • Receives the cash and cheque bank deposit bags (inside the deposit bag).

Cashier's Office

• Attach all batch settlements to the deposit record.

Department Credit Cards

• Calculator tape, and all cash and seal the bag.
  • Credit bank deposit bag, insert the first (2) copies of the cash deposit slip.
  • Prepare a bank deposit ticket and write the deposit number and/or bag.
  • Add up all cash using a calculator or adding machine.

Cash

• Calculator tape, and cheque/money orders and seal the bag.
  • Clear bank deposit bag, insert the first (2) copies of the cheque deposit ticket.
  • Prepare bank deposit ticket and write the deposit number and/or bag.
  • Stamp the back of all cheques and money orders with an endorsement stamp.
  • Add up all cheques and money orders using a calculator or adding machine.

Cheques/Money Orders

Preparing for the Bank Deposit