



Welcome

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Floor Room #116

Deposit Bag Information

Deposit Bag Instructions

1. Count Cash- Total Slip Attached (If you have Calculator Tape)
2. Count Checks- Total Slip Attached (If you have calculator tape)
3. Fill out Deposit slip with amounts of currency and check totals (Example below)
4. The white bank deposit slip goes in the small slot on the deposit bag. The yellow slip is for your records.
5. Place the checks and cash in the larger slot of the deposit bag.

Front of Bag

6. On the front of the bag:
 - a. Customer name - The customer name is Colorado College
 - b. Location # - The location number would be your department
 - c. Date- The date is required please enter the current date
 - d. Wells Fargo Bank- Please leave this field blank.
 - e. Total Amount Enclosed- Please enter the total amount inside the bag (Please
W R W D O F D V K D Q G F K H F N V W R J H W K H U 3 C
F R Q W D L Date Contents of Bag L O G L

*Examples provided below

7. Place the CC deposit form on the outside of the bag. This form should contain all the
S H U W L Q H Q W L Q I R U P D W L R Q Q H H G H G I R U W K H
the banner system.
8. **IMPORTANT:** If you are using an account number beginning with a **±** these numbers must be approved before dropping your deposit off by our accounting team. Please contact Lori Cowan, Karen Tassej, or Susan Brickell for approval.

Please be sure to make copies of your deposit form. You may also download additional copies from Finance and Administration Cashier's Office Detailed Departmental Deposit Form.

Deposit Advice

Date: _____

Name of account: _____

Department: _____

z with 7 must be approved by Lori Cowan, Karen Tassev

** Entries to account numbers beginning

| Account Number | Account Name | Amount | Balance | Check Number | Check Date | Check Description |
|----------------|--------------|--------|---------|--------------|------------|-------------------|
|----------------|--------------|--------|---------|--------------|------------|-------------------|

Deposit Total \$ -

