

Welcomez

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

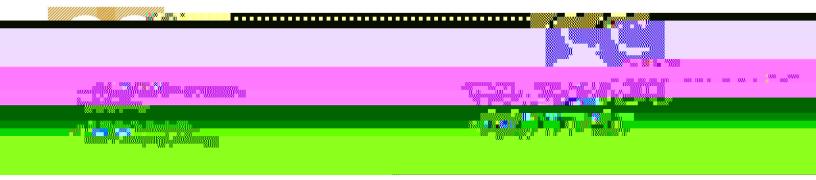
- 6. On the front of the bag:
 - a. Customer name The customer name is Colorado College
 - b. Location # The location number would be your department
 - c. Date- The date is required please enter the current date
 - d. Wells Fargo Bank- Please leave this field blank.
 - e. Total Amount Enclosed-Please enter the total amount inside the bag (Please WRWDO FDVK DQG FKHFNV WRJHWKHUFRQWDL Coate conferits of Mark LQGL

*Examples provided below

- 7. Place the CC deposit form on the outside of the bag. This form should contain all the SHUWLQHQW LQIRUPDWLRQ QHHGHG IRU WKH the banner system.
- 8. IMPORTANT: If you are using an account number beginning with a these numbers must be approved <u>before</u> dropping your deposit off by our accounting team. Please contact Lori Cowan, Karen Tassey or Susan Brickell for approval.

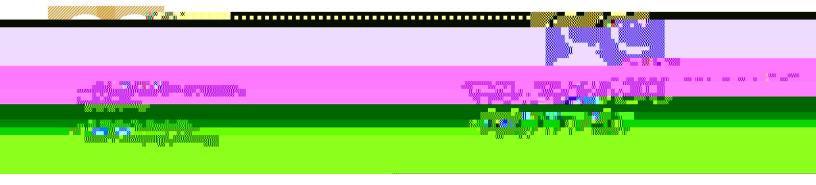
Please be sure to make copies of our deposit form. You may also download additional copies from Finance and Administration Cashier's Office Detailed Departmental Deposit Form.

3 (



Deposit Advice

Date:		<u>. =</u>	Spree S			
with 7 must be approved by Jori Cowan, Karen Tassey			Department:	** Entries to account oumbers heginning		
A. different	86		Manager	<u></u>	3 tymes	
Deposit Total \$		_				



Deposit Slip Example:

