

# Deposits

All cash and checks at a campus and/or department are to be worked up on a weekly basis. No funds should sit on campus over a weekend time frame. Contact your SLO if deposits have not been picked up.

To create a deposit bag, you will first need all funds and yellow receipts from the sponsor. You will then need a transmittal or cash count form, deposit slip, and a deposit tamper-resistant bag.

## **Deposit Transmittal Form – Exhibit A**

1. Campus – Name of Campus and Organization
2. Date – The date you are bagging the cash
3. Budget Number – What account is this money being credited to?
4. List of Checks Section – List all Check #s and Amounts
5. Description of Funds – What was this money collected for?
6. Currency Section - # of bills for each denomination
7. Coin Section - # of each denomination of coins
8. Save and Print this Form to attach to the Yellow Receipts, Yellow Deposit Form, and bag top.

**\*\* THE BANK BAG DOES NOT REQUIRE A TRANSMITTAL FORM BE PLACED INSIDE!!!!!! \*\***

## **Deposit Slip – Exhibit B**

1. Enter Date
2. Enter Currency Total
3. Enter Coin Total
4. Enter Check Total – do not need to write each check out on the deposit slip.
5. Enter Deposit Total – TWICE – in both spaces as shown.
6. Write out the Tamper Resistant Bag Number on the Deposit Slip
7. Write the Skyward Account on the deposit slip that this deposit is going to.

## **Tamper Resistant Bag – Exhibit C**

Use one bag for each deposit. Do not put multiple deposits in one bag. If they are being credited to different skyward accounts, they do not belong together in the same bag.

1. Fill out Bag Information before inserting cash, checks, and deposit slip.
2. From – TCISD – (Specific Campus)
3. To – Texas First Bank – 4977
4. Cash Amount
5. Check Amount
6. Other Amount – referring to coins

7. Total Amount
8. Prepared By – write your name
9. Account/Store #- 4977 (last four of TFB activity account)
10. Date – Date you bagged the funds.
11. Authorized Signature: You can sign- you can have the sponsor sign verifying you bagged the correct amount.
12. Tear off the top tab showing the bag number to retain with copies of receipts.
13. Insert Checks, Cash, Coins, and WHITE Deposit Slip inside the bag
14. Peel the strip to expose the adhesive and seal the bag – press firmly.
15. DO NOT ATTEMPT TO REOPEN! If there is an error within the deposit you will need to open the bag and create an entire new bag.


**\*\* BY WRITING THE SKYWARD ACCOUNT ON THE DEPOSIT SLIP – YOU NO LONGER NEED TO EMAIL MISTY BYRD TRANSMITTAL FORMS – YOU JUST KEEP THESE ON CAMPUS WITH YOUR RECEIPTS \*\***

#### **Deposit Pickup Log: Exhibit D**

These forms will need to be kept on campus, with SLO initials that picked the deposit bags up and took them to Texas First Bank.

1. Date – The date they picked up the bag.
2. Campus – Your campus or please write “CAFÉ” for cafeteria bags that are being picked up.
3. Said to contain – amount inside of the bag
4. Bag/Seal Number – The identifying number on the tamper-resistant bag.
5. No. Items – usually always 1.
6. Receipted by – Initial of SLO doing the pickup. You keep the white copy – the Yellow Copy goes to the SLO.

# EXHIBIT A

 <b>Texas City Independent School District</b> Deposit transmittal of funds Texas First Bank			
Campus	La Marque High School - Student	Date	05/04/23
Budget #	865-L-00-2190-	CU	-002-0-00-802
LIST OF CHECKS			Detailed Description of how funds were acquired: Ex.(fundraiser, car wash) [FORWARD COPIES OF ALL INFORMATION TO ACCOUNTING]
Name	Check #	Amount	
1 Ludus, LLC	024825	2,355.00	Just Dance Spring Show ticket sales
2			
3			
4			
5			
6			<b>Bag # MN220741136</b>
7			
8			CURRENCY
9			Currency
10			Number of bills
11			Amount
12			\$100.00
13			\$50.00
14			\$20.00
15			\$10.00
16			\$5.00
17			\$2.00
18			\$1.00
19			<b>Total Currency \$132.00</b>
20			COINS
21			Coin
22			Number of Coins
23			Amount
24			\$1.00
25			\$0.50
26			\$0.25
27			\$0.10
28			\$0.05
29			\$0.01
30			<b>Total Coins \$5.25</b>
31			Deposit Slip Information
32			<b>Currency Total \$132.00</b>
33			<b>Coin Total \$5.25</b>
34			<b>Check Total \$2,355.00</b>
	<b>Total checks</b>	<b>\$2,355.00</b>	<b>Deposit Total \$2,492.25</b>

# EXHIBIT B

8043  
DEPOSIT TICKET  
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

**TEXAS FIRST BANK**  
www.texasfirst.bank

DATE: 10/18/2023

	DOLLARS	CENTS
CURRENCY	100	00
COIN		
LIST ITEM CHECK	400	00
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
\$	500	00

88-1025/1131

TOTAL ITEMS

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

500.00

TEXAS CITY INDEPENDENT SCHOOL DISTRICT  
SCHOOL ACTIVITY - SIMMS  
1700 9TH AVE N  
TEXAS CITY, TX 77590

401 00 3490 00 111 000 550  
Simms misc

⑈0111⑈ ⑈113110256⑈ ⑈10334977⑈

*\*put me in deposit bag*

8043 (COPY)  
DEPOSIT TICKET  
DEPOSIT RECORD COPY

**TEXAS FIRST BANK**  
www.texasfirst.bank

DATE: 10/18/2023

	DOLLARS	CENTS
CURRENCY	100	00
COIN		
LIST ITEM CHECK	400	00
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
\$	500	00

88-1025/1131

TOTAL ITEMS

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

500.00

TEXAS CITY INDEPENDENT SCHOOL DISTRICT  
SCHOOL ACTIVITY - SIMMS  
1700 9TH AVE N  
TEXAS CITY, TX 77590

401 00 3490 00 111 000 550  
Simms misc

*\*attach me to*





