### 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

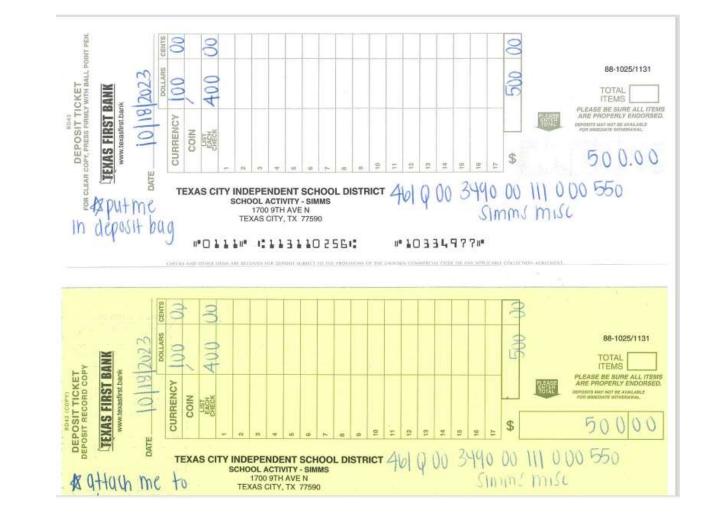
These forms will need to be kept on campus, with SLO initials that picked the deposit bags up and took them to Texas First Bank.

- 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.

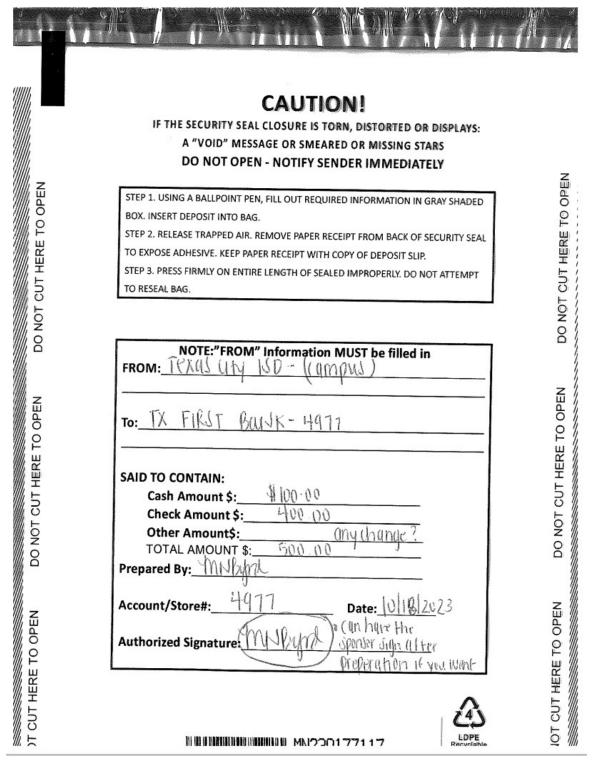
# EXHIBIT A

Texas City Independent School District Deposit transmittal of funds						
			First Bank			
Campus La Marque High School - Student		- Student	Date	05/	04/23	
Budget #		865-L-00-2190-		-002-0-00-802		
	LIST OF CHECKS			scription of ho		
Name Check # Amount		Amount		Ex.(fundraise ARD COPIES		
1 Ludus, LLC	Ludus, LLC 024825 2,355.0			TION TO AC		
2			Just Dance Spring Show ticket sales			
3	-					
8	a a					
4						
5						
6			Bag #	MN22	0741136	
7						
8			CURRENCY			
9				Number of		
10			Currency	bills	Amount	
1			\$100.00		\$0.00	
12	5 B		\$50.00	2	\$100.00	
3	8 8		\$20.00		\$0.00	
4			\$10.00	3	\$30.00	
15	s		\$5.00		\$0.00	
6	8. B		\$2.00		\$0.00	
17			\$1.00	2	\$2.00	
18	8		Total Currency \$1		\$132.00	
19			COINS			
20	<u>6</u>					
22			Coin	Number of Coins	Amount	
13			\$1.00	coms	\$0.00	
4			\$0.50		\$0.00	
15			\$0.25	21	\$5.25	
6	a		\$0.10		\$0.00	
27			\$0.05		\$0.00	
28	0		\$0.01	2	\$0.00	
29	0		Total Coin	s	\$5.25	
30	e				100	
81	6		Deposit Slip Information			
32	0.00		Currency T		\$132.00	
34			Coin Total		\$5.25 \$2,355.00	
see les	Cotal checks	\$2,355.00	Check Total Deposit Total		\$2,355.00	

### **EXHIBIT B**



### **EXHIBIT C**



### EXHIBIT D

DATE	CAMPUS	SAID TO CONTAIN	BAG/SEAL #	NO. ITEMS	RECEIPTED BY
		\$			ALCEIPTED BI
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		s			
		\$			
		\$			

TEXAS CITY ISD – DEPOSIT PICKUP							
DATE	CAMPUS	SAID TO CONTAIN	BAG/SEAL #	NO. ITEMS	RECEIPTED BY		
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
		s					
		\$					
		\$					

# THIS IS WHAT YOU KEEP ON CAMPUS STAPLED TOGETHER FOR EACH DEPOSIT – FOR AUDIT PURPOSES

