

Bank Deposit Slip Instructions

Harland Clarke ZK9H4380
IBDTQBBN
TR (510000859)
Do Not Use For
Pre-encoded Items

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE
RECEIVED FOR DEPOSIT SUB-
JECT TO THE PROVISIONS OF
THE UNIFORM COMMERCIAL
CODE OR ANY APPLICABLE COL-
LECTION AGREEMENT. DEPOSITS
MAY NOT BE AVAILABLE FOR
IMMEDIATE WITHDRAWAL.

PLEASE BE SURE THAT ALL ITEMS ARE PROPERLY ENDORSED. LIST EACH CHECK SEPARATELY.

TOTAL \$

TO RE-ORDER CALL
1-877-202-8972

CAFEETERIA ACCOUNT
L.A. CITY BOARD OF EDUCATION
ABCDEF EL
11020 ABCDEFG AVE.
LOS ANGELES, CA 90034

Bank of America

03 12300126 510000859 14595 51087

A. The End of the Day:

- 1) FSM will prepare the bank deposit slip each operational day
- 2) Section a
 - a. Prepared by: FSM who fill out the bank deposit slip
 - b. Deposited by :
 - i. Elementary School: FSM who make deposits in the banking centers
 - ii. Secondary School: Armor Car pick up
 - c. Bag #: Serial number listed on plastic tab at the top of bank deposit bag **(secondary schools only)**.
 - d. Date: The date deposit slip is prepared
- 3) Section b
 - a. Currency: Fill out the amount of currency
 - b. Coins: Fill out the amounts of coins
 - c. Checks: List check number and check amount one by one
- 4) Section c
 - a. Total: Total amount of all deposit including currency, coins, and checks
- 5) Section d
 - a. New unique 10 digit number located on each deposit slip. Within FSDC the first 5 digits on the deposit slip will be pre-populated in the Deposit Slip Number box. **Therefore, the manager is only required to enter the last five digits of the deposit slip number within FSDC.**