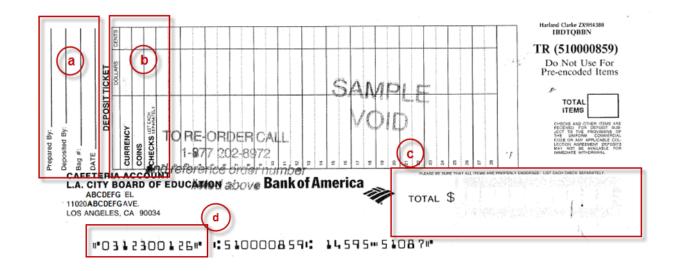
Bank Deposit Slip Instructions



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.