



## Outline for Depositing Checks 2015-2016

### **Verification /Receipt Form**

- Please make sure this form is filled out completely including the Billing Code Name and Billing Code Number. (These can be found in the folder named "Account Names" in the top drawer of the File cabinet in the Copy Center)
- Make sure that all coins are rolled and that all cash is secured by paper clip and properly separated by denomination when turned in.
- Please list all checks including check number and amount. If there are more than 4 checks to be deposited, a separate spreadsheet listing this information must be included (please see below).
- Make sure to total all checks and all Monies and list them in the Grand Total Area.
- **Before turning this form in, 2 signatures are needed verifying the total amount to be included in the deposit.** One from the individual who collected the money/checks and one from a secondary individual verifying the totals. This must be done to prevent any mistakes. **Deposits without these signatures will not be accepted.**
- Please make **TWO COPIES** of the verification/receipt form.

### **Spreadsheet**

- A separate spreadsheet needs to be included for deposits with more than 4 checks. It should have two columns with all check numbers listed in the first column and the amount that the check is for in the second column.
- The total of all checks included in the deposit needs to be listed at the bottom of the second column and listed in the Grand Total of Checks on the verification/Receipt form. I also have a spreadsheet template that I can email to you if necessary.
- Please make **TWO COPIES** of the spreadsheet and attach it to the verification form by paper clip.

### **Photocopy of Checks**

- Please make sure all of the staples are removed from every check. Use paper clips or binder clips to secure checks.
- Please make **TWO COPIES** of all checks

**Thank you** for your understanding and adherence to these policies. When all forms are complete please email me at [aileen82@sbcglobal.net](mailto:aileen82@sbcglobal.net) to set up a time for me to collect the deposit. Thanks Again!!

Aileen Bailin  
Depositor