

**ADMINISTRATIVE PROCEDURE**  
**17-1**  
**DEPOSIT PROCEDURES **REVOLVING ACCOUNT****

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ALL DEPOSITS MUST BE COUNTED AND SIGNED OFF BY **TWO** PEOPLE

KEEP COMMON DENOMINATIONS TOGETHER:

100's, 50's, 20'S, 10's, 5's & 1's.

SEPARATE BY INCREMENTS:

1's = \$25, 5's = \$100, 10's = \$100, and 20's = \$500

TALLY EACH DENOMINATION SEPARATELY AND PLACE AN **ADDING MACHINE TAPE** ON EACH.

ALL COINS SHOULD BE ROLLED WITH THE **SCHOOL NAME WRITTEN** ON THE ROLL. ANY ODD COIN SHOULD BE PLACED IN AN ENVELOPE WITH THE TOTAL AMOUNT WRITTEN ON IT.

ONCE EACH DENOMINATION HAS A **TAPE** WITH THE TOTAL ON IT, **ADD** ALL DENOMINATIONS TOGETHER AND PUT THE GRAND TOTAL **TAPE** ON TOP.

ALL CHECKS SHOULD HAVE **TWO ADDING MACHINE TAPES** WITH THE TOTAL ON IT AND SHOULD BE IN ORDER FROM SMALLEST DENOMINATIONS TO LARGEST [not a 2 ply duplicate tape please].

PLEASE REMOVE ANY STAPLES FROM CHECKS

PLEASE MAKE COPIES OF ALL CHECKS

**DO NOT STAMP BACK OF CHECKS!!!**

TOTAL THE CASH AND CHECKS (each on own line) AT THE BOTTOM OF THE **TREASURY** TURN IN SHEET.

**PLEASE DO NOT MIX DIFFERENT DENOMINATIONS TOGETHER AT ANY TIME.**