

Campus Deposit Procedures

The list below are the supplies you will need in order to make a deposit

Supplies:

Bank Deposit Ticket(s) – District Cashier’s Office

Bank Deposit Bag(s) – District Cashier’s Office

Currency:

Small Currency Bag – 10x15

Large Currency Bag – 13x21

Coins:

Coin Bag – 11x17 – up to \$200.00 in coins

Locked Brown Zippered Bag – Replacement at Campus Expense

Currency Straps – Office Supply Vendors

Check Endorsement Stamp – Replacement at Campus Expense

School Strap Stamp - Replacement at Campus Expense

***Good rule of thumb:* Prepare a deposit if you have accumulated \$1,000.00 at your campus, had a fundraiser, or there is a district deposit deadline.**

Otherwise: High School - Weekly
Intermediate - Bi Weekly
Middle - Monthly
Elementary – Monthly

Even if under \$1,000.00!

Money Handling Instructions:

Get out your money and organize it. Separate your different denominations. Separate your coins for easy counting if you do not have a coin machine that will separate and count for you. Count all your money keeping track of how many of each denomination and coin you have. Tally up your checks (**don't forget to make a copy of each check for your ROC paperwork**). *Helpful Hint: Use the Deposit Summary sheet that is on the Download forms under the Business and Finance tab (you will need to transfer this information to the ROC Deposit Summary explained further on in the instructions)*



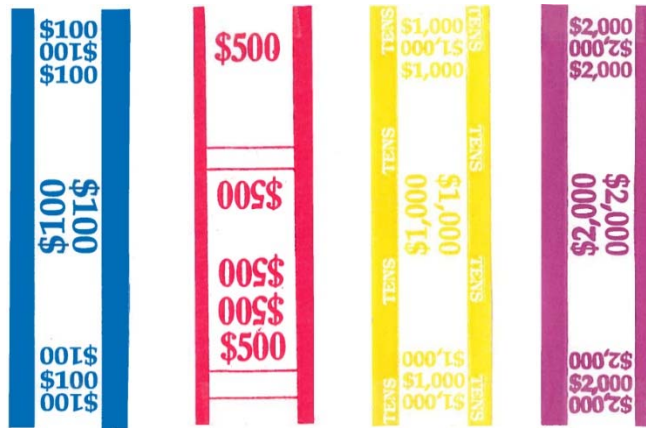
If you have coins up to \$100.00 you can place them along with your currency in your currency deposit bag if there is enough room. The coins need to be placed in a brown envelope. On the outside of the envelope please write the amount and stamp it with the strap stamp. If you have over \$100.00 you will need to use the heavy duty Coin bag. The Coin bags can only be used for up to \$200.00

If you have 100 bills of any one denomination, wrap them with the designated strap. There are no straps for \$50 and \$100 dollar bills so you will need to wrap them as if there were not 100 bills (see below).

If you do not have 100 of a denomination, turn the strap backwards with the blank side showing and wrap the money then write the total dollar amount. Different denomination bills may be combined up to 100 bills total per strap.

Stamp each strap with your school's strap stamp then initial and date the stamp. Afterwards place a piece of tape on the back to insure it does not come undone. All your currency should be strapped

100 - \$1's	100 - \$5's	100 - \$10's	100 - \$20's
Blue	Red	Yellow	Purple



Picture shows 100 of \$1.00 strapped together.



Picture shows bills that do not have 100 of its own currency strapped together.





Stamps:

Use the following stamp to stamp your currency strap and brown coin envelope.

<p>Pasadena I.S.D. # School Name INITIALS: _____ DATE: _____</p>

Use the following stamp to stamp your checks, cashier's checks and money orders. *Don't forget to make a copy of each check for your ROC paperwork*

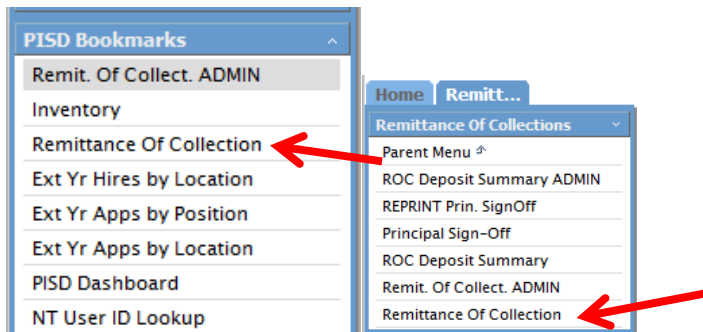
<p>SCHOOL NAME FOR DEPOSIT ONLY TO THE ACCOUNT OF PASADENA IND SCHOOL DISTRICT GENERAL CONCENTRATION ACCT 226537001</p>
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After cash, coin and checks are organized and prepared for deposit, prepare the Remittance of Collection (ROC) package for the deposit.

ROC (Remittance of Collection) Process

Place all your cash collection receipts in numerical order. There should not be any skipped numbers. If you have a voided receipt then please insert, in place of that receipt, the email from David Marusa and Maritza Davis that states the receipt was voided. By no means are you to delete a receipt yourself in the ROC system. The records in the Cash Collection system and the ROC must always match. If you are missing a receipt by some odd reason then go to Cash Collections, Booked Receipts and reprint the receipt. Obtain signatures as required.

Go to the PISD Bookmarks and select Remittance of Collection then Remittance of Collection at the bottom of the box of selections



All cash collection receipts will automatically be dropped into the Remittance of Collection page. The coding will need to be verified by clicking "Select" next to each individual receipt.

REMITTANCE OF COLLECTION

Employee _____ Location ID: 004 Date: 6/11/2014

Enter

Select from the list of not-released receipts:

RECEIPT	TOTAL	DETAIL TOTAL
Select Edit 0040001628 \$15.00 \$15.00 Release Delete		
Select Edit 0040001629 \$10.00 \$10.00 Release Delete		
Select Edit 0040001630 \$0.00 \$0.00 Release Delete		
Select Edit 0040001631 \$270.00 \$270.00 Release Delete		
Select Edit 0040001632 \$5.00 \$5.00 Release Delete		
Select Edit 0040001633 \$121.00 \$121.00 Release Delete		
Select Edit 0040001634 \$180.00 \$180.00 Release Delete		
Select Edit 0040001635 \$384.00 \$384.00 Release Delete		
Select Edit 0040001636 \$200.00 \$200.00 Release Delete		

Start New Receipt

Number

Total

Select from the list of Released receipts:

There are no Released receipts.

Enter Deposit: 14004

Enter Bag Number:

Verify that the coding is correct at the bottom of the page "List of records for selected receipt". If corrections are needed TO THE AMOUNT OR COMMENT, click "Edit" on the line that is to be changed.

Selected Receipt: 123456 Selected Receipt Amount: 39.00 Amount left before release: 24.00

Account info:
Fund:
Account Unit:
Account:
Description:
Sub Account:

Activity:
Activity:
Account Category:

Comments:

Enter amount:

REVENUE

	FULL GL	FUND	ACCT DESC	ACCT	ACC
Select 240 00.000.000.999 5749.0 240 Other Revenues from Local Sources 5749 00.000					
Select 411 00.000.000.999 5749.0 411 Other Revenues from Local Sources 5749 00.000					
Select 424 00.000.000.999 5749.0 424 Other Revenues from Local Sources 5749 00.000					

Note: Selected account does not have activity associated with it

List of records for selected receipt:

Receipt	FUND	ACCT UNIT	ACCOUNT	SUB ACCT	ACTIVITY	ACCT CATEGORY	AMOUNT	TRNS	COMMENTS
Edit Delete	123456	461	00.004.000.004	5749	0	461.00.004.CLIN	5749	\$15.00	shaves

Make any corrections or adjustments to the amount or comments and click "Update". Use this to modify the taxable revenue amount for taxable goods sold.

Selected Receipt: 123456 Selected Receipt Amount: 39.00 Amount left before release: 24.00

Account info:

Fund:
 Account Unit:
 Account:
 Description:
 Sub Account:

Activity:

Activity:
 Account Category:

Comments:

Enter amount:

REVENUE						
	FULL GL	FUND	ACCT DESC	ACCT	ACC	
Select	240 00.000.000.999 5749.0	240	Other Revenues from Local Sources	5749	00.000	
Select	411 00.000.000.999 5749.0	411	Other Revenues from Local Sources	5749	00.000	
Select	424 00.000.000.999 5749.0	424	Other Revenues from Local Sources	5749	00.000	

Note: Selected account does not have activity associated with it

List of records for selected receipt:

Receipt	FUND	ACCT UNIT	ACCOUNT	SUB ACCT	ACTIVITY	ACCT CATEGORY	AMOUNT TRNS	COMMENTS
Update Cancel	123456	461	00.004.000.004	5749	0	461.00.004.CLIN 5749	39	shaves



To correct account coding on a receipt or to add coding for receipts that are charged to multiple codes, click the "Select" button beside the receipt number.

Employee ID: Location ID: 730 Date: 12/13/2013

REMITTANCE OF COLLECTION

Select from the list of not-released receipts:

RECEIPT	TOTAL	DETAIL TOTAL
Select Edit 123456	\$1.00	\$0.00

Start New Receipt
 Number:
 Total:

Select from the list of Released receipts:
 There are no Released receipts.

Enter Deposit: 14730
 Enter Bag Number:

Selected Receipt: 123456 Selected Receipt Amount: 1.00 Amount left before release: 1.00

Account info:

Fund:
 Account Unit:
 Account:
 Description:
 Sub Account:

REVENUE						
	FULL GL	FUND	ACCT DESC	ACCT	ACC	
Select	199 00.730.000.730 2111.481	199	Accounts Payable - Judgements	2111	00.730	
Select	199 00.703.000.730 2112.481	199	Accounts Payable - Judgements	2112	00.703	
Select	199 00.000.000.910 5739.0	199	Tuition and Fees	5739	00.000	

Click on the "Delete" button to remove the current coding assigned to the receipt.

Selected Receipt: Selected Receipt Amount: Amount left before release:

Account info:
Fund:
Account Unit:
Account:
Description: Other Revenues from Local Sources
Sub Account:

Activity:
Activity:
Account Category:

Comments:
Enter amount:

List of records for selected receipt:

Receipt	FUND	ACCT UNIT	ACCOUNT	SUB ACCT	ACTIVITY	ACCT CATEGORY	AMOUNT	TRNS	COMMENTS
Edit Delete	123456	429	00.000.000.999	5749	0		\$1.00		stuff

REVENUE

FULL GL	FUND	ACCT DESC	ACCT	ACC
Select 199 00.000.000.999 5749.0	199	Other Revenues from Local Sources	5749	00.000
Select 199 00.000.000.999 5749.369	199	Other Revenues from Local Sources-Unclaimed Tax Refund Check	5749	00.000
Select 199 00.000.000.999 5749.387	199	Other Revenues from Local Sources - State Textbooks	5749	00.000

Note: Selected account does not have activity associated with it

Once the current coding is deleted, type in the object code in the Account: field, press tab. The table to the right will be filtered to contain only the codes that contain the object code that was selected.

Selected Receipt: Selected Receipt Amount: Amount left before release:

Account info:
Fund:
Account Unit:
Account:
Description:
Sub Account:

Activity:
Activity:
Account Category:

Comments:
Enter amount:

List of records for selected receipt:

REVENUE

FULL GL	FUND	ACCT DESC	ACCT	ACC
Select 240 00.000.000.999 5749.0	240	Other Revenues from Local Sources	5749	00.000
Select 411 00.000.000.999 5749.0	411	Other Revenues from Local Sources	5749	00.000
Select 424 00.000.000.999 5749.0	424	Other Revenues from Local Sources	5749	00.000

Note: Selected account does not have activity associated with it

If the code is an expense code, do the same action but select "Expense" from the pull down menu at the top of the table.

Selected Receipt: 401890 **Selected Receipt Amount:** 39.00 **Amount left before release:** 39.00

Account info:

Fund:
Account Unit:
Account: 6399
Description:
Sub Account:

REVENUE
REVENUE
EXPENSE

Note: Selected account does not have activity associated with it

Activity:

Activity:
Account Category:
Enter amount:

Add record to Receipt

Print

List of records for selected receipt:

Click "Select" beside the correct GL code. At this point the second table with the Activity codes will populate.

Selected Receipt: 123456 **Selected Receipt Amount:** 39.00 **Amount left before release:** 39.00

Account info:

Fund: 461
Account Unit: 00.004.000.004
Account: 5749
Description: Other Revenues from Local Sources
Sub Account: 0
Clear

REVENUE

Select	424	00.000.000.999	5749.0	424	Other Revenues from Local Sources	5749	00.000
Select	461	11.004.011.004	5749.0	461	Other Revenues from Local Sources	5749	11.004
Select	461	00.004.000.004	5749.0	461	Other Revenues from Local Sources	5749	00.004
Select	461	00.000.000.999	5749.0	461	Other Revenues from Local Sources	5749	00.000

Activity:

Activity:
Account Category:

Comments:

Enter amount: *

Add record to Receipt

	ACTIVITY GRP	ACTIVITY	ACCT CATEGORY
Select	DEPARTMENTS	461.00.004.ACDO	5749
Select	DEPARTMENTS	461.00.004.ACDC	5749
Select	DEPARTMENTS	461.00.004.ACTV	5749
Select	DEPARTMENTS	461.00.004.ADPL	5749

Print

List of records for selected receipt:

Type the 3 or 4 letter indicator in the Activity: field, press tab.

Selected Receipt: 123456 Selected Receipt Amount: 39.00 Amount left before release: 39.00

Account info:

Fund: 461
 Account Unit: 00.004.000.004
 Account: 5749
 Description: Other Revenues from Local Sources
 Sub Account: 0

Activity:

Activity: clin
 Account Category:

Comments:

Enter amount: *

List of records for selected receipt:

REVENUE						
	FULL GL	FUND	ACCT DESC	ACCT	ACC	
Select	240 00.000.000.999 5749.0	240	Other Revenues from Local Sources	5749	00.000	
Select	411 00.000.000.999 5749.0	411	Other Revenues from Local Sources	5749	00.000	
Select	424 00.000.000.999 5749.0	424	Other Revenues from Local Sources	5749	00.000	

	ACTIVITY GRP	ACTIVITY	ACCT CATEGORY
Select	DEPARTMENTS	461.00.004.CLIN	5749

Click "Select" beside the correct Activity.

Selected Receipt: 123456 Selected Receipt Amount: 39.00 Amount left before release: 39.00

Account info:

Fund: 461
 Account Unit: 00.004.000.004
 Account: 5749
 Description: Other Revenues from Local Sources
 Sub Account: 0

Activity:

Activity: 461.00.004.CLIN
 Account Category: 5749

Comments:

Enter amount: *

List of records for selected receipt:

REVENUE						
	FULL GL	FUND	ACCT DESC	ACCT	ACC	
Select	240 00.000.000.999 5749.0	240	Other Revenues from Local Sources	5749	00.000	
Select	411 00.000.000.999 5749.0	411	Other Revenues from Local Sources	5749	00.000	
Select	424 00.000.000.999 5749.0	424	Other Revenues from Local Sources	5749	00.000	

	ACTIVITY GRP	ACTIVITY	ACCT CATEGORY
Select	DEPARTMENTS	461.00.004.CLIN	5749



Enter a comment and the amount that is designated for that Account code and Activity code.

Selected Receipt: 123456 Selected Receipt Amount: 39.00 Amount left before release: 39.00

Account info:
Fund: 461
Account Unit: 00.004.000.004
Account: 5749
Description: Other Revenues from Local Sources
Sub Account: 0
Clear

Activity:
Activity: 461.00.004.CLIN
Account Category: 5749

Comments: shaves
Enter amount: 15
Add record to Receipt

List of records for selected receipt:

REVENUE					
	FULL GL	FUND	ACCT DESC	ACCT	ACC
Select	240 00.000.000.999 5749.0	240	Other Revenues from Local Sources	5749	00.000
Select	411 00.000.000.999 5749.0	411	Other Revenues from Local Sources	5749	00.000
Select	424 00.000.000.999 5749.0	424	Other Revenues from Local Sources	5749	00.000

	ACTIVITY GRP	ACTIVITY	ACCT CATEGORY
Select	DEPARTMENTS	461.00.004.CLIN	5749

Print

Click "Add Record to Receipt". The record can be verified for correct entry by looking at the "List of records for the selected receipts" at the bottom of the page. Repeat if necessary to add multiple codes to this receipt

Selected Receipt: 123456 Selected Receipt Amount: 39.00 Amount left before release: 24.00

Account info:
Fund: 461
Account Unit: 00.004.000.004
Account: 5749
Description: Other Revenues from Local Sources
Sub Account: 0
Clear

Activity:
Activity:
Account Category:

Comments:
Enter amount:
Add record to Receipt

List of records for selected receipt:

REVENUE					
	FULL GL	FUND	ACCT DESC	ACCT	ACC
Select	240 00.000.000.999 5749.0	240	Other Revenues from Local Sources	5749	00.000
Select	411 00.000.000.999 5749.0	411	Other Revenues from Local Sources	5749	00.000
Select	424 00.000.000.999 5749.0	424	Other Revenues from Local Sources	5749	00.000

	ACTIVITY GRP	ACTIVITY	ACCT CATEGORY
Select	DEPARTMENTS	461.00.004.ACCO	5749
Select	DEPARTMENTS	461.00.004.ACDC	5749
Select	DEPARTMENTS	461.00.004.ACTV	5749
Select	DEPARTMENTS	461.00.004.ADPL	5749

Print

Receipt	FUND	ACCT UNIT	ACCOUNT	SUB ACCT	ACTIVITY	ACCT CATEGORY	AMOUNT	TRNS	COMMENTS
Edit Delete	123456	461	00.004.000.004	5749	0	461.00.004.CLIN 5749	\$15.00		shaves

Once your receipt has been verified for accuracy, click "Release" to send your receipt to the Released receipts side.

REMITTANCE OF COLLECTION

Employee ID: Location ID: 004 Date: 12/13/2013

Select from the list of not-released receipts: Release All Ready Receipts

	RECEIPT	TOTAL	DETAIL TOTAL		
Select	432	\$38.58	\$38.58	Release	Delete
Select	433	\$50.00	\$50.00	Release	Delete
Select	434	\$191.33	\$191.33	Release	Delete

Start New Receipt

Number:

Total:

Insert Cancel

Select from the list of Released receipts:

There are no Released receipts.

Enter Deposit: 14004

Enter Bag Number:

Send to Cashier

Once all your receipts have been verified/edited and "Released" they will now show in the "List of Released Receipts" on the right hand side.

Click Edit beside one of the Released Receipt Numbers to assign a deposit number.

REMITTANCE OF COLLECTION

Employee ID: Location ID: 003 Date: 5/20/2013

Select from the list of not-released receipts:

There are no Not-Release receipts.

Start New Receipt

Select from the list of Released receipts:

	RECEIPT	TOTAL	DETAIL TOTAL	DEPOSIT NBR	STATUS
Edit	401890	\$39.00	\$39.00		Unrelease ●
Edit	401891	\$220.00	\$220.00		Unrelease ●

Enter Deposit: 13003

Enter Bag Number:

Send to Cashier

School year and location will automatically populate, deposits should be numbered sequentially. To include all receipts listed on the deposit, check the square labeled "Set this Deposit to all Released Receipts". Click Update.

Enter Location: 004
Enter

REMITTANCE OF COLLECTION

Employee ID: Location ID: 004 Date: 12/13/2013

Select from the list of not-released receipts:
There are no Not-Release receipts.

Start New Receipt
Number:
Total:

Select from the list of Released receipts:

	RECEIPT	TOTAL	DETAIL	TOTAL	DEPOSIT	NBR	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	432	\$38.58	\$38.58	14004	<input type="checkbox"/>	Set this Deposit	
<input type="button" value="Edit"/> <input type="button" value="Select"/>	433	\$50.00	\$50.00				
<input type="button" value="Edit"/> <input type="button" value="Select"/>	434	\$191.33	\$191.33				

Enter Deposit: 14004
Enter Bag Number:

At this point the ROC is complete. The total of the released receipts will show below the list.

Enter Location: 004
Enter

REMITTANCE OF COLLECTION

Employee ID: Location ID: 004 Date: 12/13/2013

Select from the list of not-released receipts:
There are no Not-Release receipts.

Start New Receipt
Number:
Total:

Select from the list of Released receipts:

	RECEIPT	TOTAL	DETAIL	TOTAL	DEPOSIT	NBR	STATUS
<input type="button" value="Edit"/> <input type="button" value="Select"/>	432	\$38.58	\$38.58	14004999	Unrelease	<input type="radio"/>	
<input type="button" value="Edit"/> <input type="button" value="Select"/>	433	\$50.00	\$50.00	14004999	Unrelease	<input type="radio"/>	
<input type="button" value="Edit"/> <input type="button" value="Select"/>	434	\$191.33	\$191.33	14004999	Unrelease	<input type="radio"/>	

Total Released Checks Amount for Deposit 14004999 = \$279.91
Enter Deposit: 14004
Enter Bag Number:

The next step is to prepare the Deposit Summary. On your Remittance of Collections box in the top left you will find the ROC Deposit Summary referenced in the previous money handling instructions or you can find it by going to the PISD Bookmarks, Remittance of Collections then select ROC Deposit Summary.

Home Remitt...
Remittance Of Collections

DEPOSIT SUMMARY

Employee ID: 117892 Date: 12/13/2013
1:04:35 PM

School Name: 004 - Dobie High School

Deposit Number: Admin Enter Location:

CURRENCY (Bills)		Quantity	Amount
Hundreds (100.00)		<input type="text" value="1"/>	<input type="text" value="100"/>
Fifties (50.00)		<input type="text"/>	<input type="text"/>
Twenties (20.00)		<input type="text" value="3"/>	<input type="text" value="60"/>
Tens (10.00)		<input type="text"/>	<input type="text"/>
Fives (5.00)		<input type="text" value="3"/>	<input type="text" value="15"/>
Twos (2.00)		<input type="text"/>	<input type="text"/>
Ones (1.00)		<input type="text"/>	<input type="text"/>
Total currency:			<input type="text" value="175"/>

COINS (Quantity of coins)		Quantity (# of coins)	Amount
Dollars (1.00)		<input type="text" value="6"/>	<input type="text" value="6"/>
Half Dollars (.50)		<input type="text"/>	<input type="text" value="1.50"/>
Quarters (.25)		<input type="text" value="1689"/>	<input type="text" value="422.25"/>
Dimes (.10)		<input type="text" value="200"/>	<input type="text" value="20.00"/>
Nickels (.05)		<input type="text" value="1101"/>	<input type="text" value="55.05"/>
Pennies (0.01)		<input type="text"/>	<input type="text"/>
Total Coin:			<input type="text" value="503.30"/>

CHECKS & MONEY ORDERS	Number of Checks	Amount
	<input type="text" value="2"/>	<input type="text" value="435.53"/>

Bag # **TOTAL DEPOSIT**

Coin Bag # (if applicable)

Amount	Amount	Amount
1. <input type="text" value="177.53"/>	5. <input type="text"/>	9. <input type="text"/>
2. <input type="text" value="258"/>	6. <input type="text"/>	10. <input type="text"/>
3. <input type="text"/>	7. <input type="text"/>	
4. <input type="text"/>	8. <input type="text"/>	



From the drop down menu, select the deposit number that is being processed.

DEPOSIT SUMMARY

Employee ID: 101268 6/11/2014
Date: 1:23:54
PM

School Name: 002 - Sam Rayburn High School

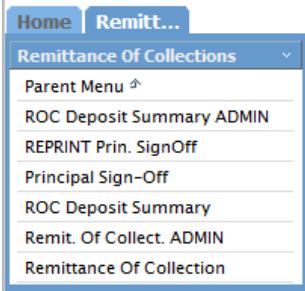
Deposit Number:

After



selecting the correct deposit, enter the cash/coin denomination counts, check amounts and deposit bag number(s) to the Deposit

Summary. Click "Complete Deposit Summary" to save your information



NOTE: If you need more space for checks, click the "Show More" button.



The report that will accompany the deposit is called the Principal Sign-Off report. To review this report, go to the PISD Bookmarks, Remittance of Collections then select Principal Sign-off.



In the dialog box, enter the requested information and click Okay.

A screenshot of a dialog box titled 'Enter prompt values.' It contains two input fields. The first is labeled 'Deposit Number' and has a 'Set to Null' checkbox below it. The second is labeled 'Employee Number (Prepared By)' and also has a 'Set to Null' checkbox below it. An 'OK' button is located at the bottom right. A red arrow points to the 'Deposit Number' input field.

The Remittance of Collections Principal Sign-Off report will be several pages. The first section is sorted by Receipt number. The first page will show any warnings if the report does not balance or other items that may be wrong. The warnings are color coded. Green is good and indicates no problems. Yellow indicates an occurrence of something that is okay to move ahead with (i.e., receipt numbers non-sequential, etc.) Red indicates a fatal error that must be corrected before continuing. This page must be signed by the principal and the secretary/bookkeeper. The next two sections of the report will be sorted by Activity Codes and General Ledger codes. The last page of the report will be the Deposit Summary. The secretary/bookkeeper must sign/initial and date all pages of the report.

Receipt Number Order
2/1/2016 10:00:16AM

Receipt Number	Control Total	General Ledger Code	Activity	Cat.	Date	Amount	Comments
0020005841	650.00	865.00.002.000.002.2191.0	865.00.002.CHOR	2191	12/18/2015	650.00	Choir and Orchestra students will take a spring
0020005842	40.00	865.00.002.000.002.2191.0	865.00.002.CHOR	2191	12/18/2015	40.00	Choir not clears
0020005843	10.00	461.00.002.000.002.5749.0	461.00.002.IDBA	5749	12/18/2015	10.00	Student ID reprints
0020005844	1,000.00	461.00.002.000.002.5744.0	461.00.002.MUSC	5744	01/04/2016	1,000.00	How to succeed musical
0020005845	10.92	461.00.002.000.002.5749.0	461.00.002.ENGL	5749	01/06/2016	10.92	English not clears
0020005846	5.00	461.00.002.000.002.5749.0	461.00.002.IDBA	5749	01/06/2016	5.00	Student ID reprints
0020005847	750.00	461.00.002.000.002.5752.0	461.00.002.BABG	5752	01/14/2016	250.00	
		461.00.002.000.002.5752.0	461.00.002.BABB	5752	01/14/2016	250.00	
		461.00.002.000.002.5752.0	461.00.002.TRAB	5752	01/06/2016	250.00	Boys Cross Country, Girls, Basketball, and F
0020005848	40.00	865.00.002.000.002.2191.0	865.00.002.CHOR	2191	01/06/2016	40.00	Choir not clears
0020005849	5.00	461.00.002.000.002.5749.0	461.00.002.OFF	5749	01/06/2016	5.00	office not clears
0020005850	1.00	461.00.002.000.002.5749.0	461.00.002.LIBR	5749	01/06/2016	1.00	Fees collected from students who return library
0020005851	5.00	461.00.002.000.002.5749.0	461.00.002.IDBA	5749	01/06/2016	5.00	Student ID reprints
0020005852	5.00	461.00.002.000.002.5749.0	461.00.002.IDBA	5749	01/06/2016	5.00	Student ID reprints

Currency Total 8,907.00	+	Checks Total 1,664.98	=	Currency & Checks Total 10,571.98	+	Coin Total 42.71	=	Net Total 10,614.69
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BALANCED

Deposit Summary exists

Warning error - Receipt Numbers used on this run are not sequential

First (lowest) receipt # used on this run IS sequentially correct

I hereby certify that to the best of my knowledge the above information is true and accurate.

Prepared By: _____
Principal

Date _____
Date

Accounting Use Only Reviewed By: _____ Signature/Date
--

Verify that all information shown on the Principal Sign-Off report is correct. If corrections are needed. Go back to the ROC and "Unrelease" the receipt(s) needing corrections, make the corrections and repeat the steps above.



Enter Location: 003
 Enter

Employee ID: Location ID: 003 Date: 5/20/2013

Select from the list of not-released receipts:
 There are no Not-Release receipts.

Start New Receipt

Select from the list of Released receipts:

RECEIPT	TOTAL	DETAIL TOTAL	DEPOSIT NBR	STATUS
401890	\$39.00	\$39.00	13003001	Unrelease 
401891	\$220.00	\$220.00	13003001	Unrelease 

Verify your changes by printing the Principal Sign-Off report again. If everything looks good then have your Principal sign the first page along with the secretary/bookkeeper. The secretary/bookkeeper must sign/initial and date all pages of the report.

Receipt Number Order Page 1 of 7
 2/1/2016 10:00:16AM

Receipt Number	Control Total	General Ledger Code	Activity	Cat.	Date	Amount	Comments
0020005841	650.00	865.00.002.000.002.2191.0	865.00.002.CHOR	2191	12/18/2015	650.00	Choir and Orchestra students will take a spring
0020005842	40.00	865.00.002.000.002.2191.0	865.00.002.CHOR	2191	12/18/2015	40.00	Choir not clears
0020005843	10.00	461.00.002.000.002.5749.0	461.00.002.IDBA	5749	12/18/2015	10.00	Student ID reprints
0020005844	1,000.00	461.00.002.000.002.5744.0	461.00.002.MUSC	5744	01/04/2016	1,000.00	How to succeed musical
0020005845	10.92	461.00.002.000.002.5749.0	461.00.002.ENGL	5749	01/06/2016	10.92	English not clears
0020005846	5.00	461.00.002.000.002.5749.0	461.00.002.IDBA	5749	01/06/2016	5.00	Student ID reprints
0020005847	750.00	461.00.002.000.002.5752.0	461.00.002.BABG	5752	01/14/2016	250.00	Boys Cross Country, Girls, Basketball, and E
		461.00.002.000.002.5752.0	461.00.002.BABB	5752	01/14/2016	250.00	
		461.00.002.000.002.5752.0	461.00.002.TRAB	5752	01/06/2016	250.00	
0020005848	40.00	865.00.002.000.002.2191.0	865.00.002.CHOR	2191	01/06/2016	40.00	Choir not clears
0020005849	5.00	461.00.002.000.002.5749.0	461.00.002.OFF	5749	01/06/2016	5.00	office not clears
0020005850	1.00	461.00.002.000.002.5749.0	461.00.002.LIBR	5749	01/06/2016	1.00	Fees collected from students who return library
0020005851	5.00	461.00.002.000.002.5749.0	461.00.002.IDBA	5749	01/06/2016	5.00	Student ID reprints
0020005852	5.00	461.00.002.000.002.5749.0	461.00.002.IDBA	5749	01/06/2016	5.00	Student ID reprints

Currency Total 8,907.00 + Checks Total 1,664.98 = Currency & Checks Total 10,571.98 + Coin Total 42.71 = Net Total 10,614.69

BALANCED
 Deposit Summary exists
 Receipt Numbers used on this run are sequential
 First (lowest) receipt number used on this run IS sequentially correct

I hereby certify that to the best of my knowledge the above information is true and accurate.

Prepared By: _____
 Principal

Date _____
 Date

Accounting Use Only
 Reviewed By: _____
 Signature/Date

Prepare your deposit paperwork package in the following order to forward to the District Cashier:

1. Signed Principal Sign-off Report with yellow copy of deposit slip attached to upper left hand corner.
2. Copies of any checks included with the deposit placed directly behind the last page of the Principal's Sign-off report.
3. Receipts in numerical order. Don't forget any emails in place of voided receipts must be included in paperwork

The next step is to prepare your deposit slip(s) and bags. Each bag must have a deposit slip contained in it. Make sure your deposit ticket(s) match the total of your ROC Principal Sign-Off Report

Deposit Ticket:

Fill out the following on the Deposit Ticket:

1. Date
2. Currency
3. Coin
4. Check
5. Total
6. Along the side write the School Name/School Number
7. Along the side write the Deposit Number and Bag Number

White Copy – Deposit Bag
 Pink Copy – Campus Copy
 Yellow Copy – Cashier

DEPOSIT TICKET 32-61-1110

PASADENA INDEPENDENT SCHOOL DISTRICT
 1515 CHERRYBROOK LANE
 PASADENA, TX 77502

CHASE
 JPMorgan Chase Bank, N.A.
 www.Chase.com

DATE Date of Deposit

	DOLLARS	CENTS
CURRENCY	<u>9857</u>	
COIN		<u>82</u>
CHECKS (WRT EACH SEPARATELY)	<u>2256</u>	<u>60</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST	<u>8,114</u>	<u>42</u>

INSTRUCTIONS

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

Vertical box on the left:
 School Name - School #
 Deposit # Bag #

Vertical numbers on the left:
 1520101073N
 22537001P

Vertical numbers on the right:
 5
 8
 1442

Red arrows point to:
 1: Currency field
 2: Coin field
 3: Checks field
 4: Total field
 5: Total field
 6: School Name field
 7: Deposit # field

DEPOSIT TICKET 32-61-1110
PASADENA INDEPENDENT SCHOOL DISTRICT
 1515 CHERRYBROOK LANE
 PASADENA, TX, 77002

CHASE
 JPMorgan Chase Bank, N.A.
 www.Chase.com

DATE	CURRENCY	DOLLARS	CENTS
	COIN		
	CHEQUES		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
TOTAL FROM OTHER BANK DEPOSIT SLIP(S)			

⑆ 5 2 0 1 0 1 0 2 3 ⑆ 2 2 6 5 3 7 0 0 1 ⑆

Checks and other items are accepted by Chase Bank, N.A. subject to its applicable customer agreements.

White copy - Deposit bag

DEPOSIT RECORD COPY 32-61-1110
PASADENA INDEPENDENT SCHOOL DISTRICT
 1515 CHERRYBROOK LANE
 PASADENA, TX, 77002

CHASE
 JPMorgan Chase Bank, N.A.
 www.Chase.com

DATE	CURRENCY	DOLLARS	CENTS
	COIN		
	CHEQUES		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
TOTAL FROM OTHER BANK DEPOSIT SLIP(S)			

⑆ 5 2 0 1 0 1 0 2 3 ⑆ 2 2 6 5 3 7 0 0 1 ⑆

Checks and other items are accepted by Chase Bank, N.A. subject to its applicable customer agreements.

Pink copy - Campus copy

DEPOSIT RECORD COPY 32-61-1110
PASADENA INDEPENDENT SCHOOL DISTRICT
 1515 CHERRYBROOK LANE
 PASADENA, TX, 77002

CHASE
 JPMorgan Chase Bank, N.A.
 www.Chase.com

DATE	CURRENCY	DOLLARS	CENTS
	COIN		
	CHEQUES		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
TOTAL FROM OTHER BANK DEPOSIT SLIP(S)			

⑆ 5 2 0 1 0 1 0 2 3 ⑆ 2 2 6 5 3 7 0 0 1 ⑆

Checks and other items are accepted by Chase Bank, N.A. subject to its applicable customer agreements.

Yellow copy - Cashier

Currency/Coin/Check Deposit Bag:

Fill out the Deposit Bag with a ball point pen. Customer Name – Pasadena ISD / School Name

1. Date – Today's Date
2. Account Number – 226537001
3. Store Number – School Number
4. CASH/COIN – Cash and Coin Deposit Amount
5. CHECKS – Check Deposit Amount
6. TOTAL – Total Deposit (Cash, Coin and Checks)

Customer Name Pasadena ISD / School Name Date Date
Account Number 226537001 Store Number School Number

DEPOSIT SAID TO CONTAIN
Deposit to be credited to account subject to detailed verification of contents.

CASH / COIN (Max 2 rolls) \$ Coin/Cash Amount
CHECKS (Including Traveler's Checks) \$ Check Amount
TOTAL \$ Total Deposit

TO REMOVE CONTENTS – CUT ALONG BOTTOM DOTTED LINE

DEPOSIT TICKET and CHECKS
(INCL. TRAVELER'S CHECKS, MONEY ORDERS AND OFFICIAL CHECKS)
IN BOTTOM POUCH

IMPORTANT! Seal Bottom Pouch
Remove release liner, and press closed.

NO CASH IN BOTTOM POCKET JPMorganChase NO CASH IN BOTTOM POCKET

Strapped cash and coins up to \$100(in a brown envelope) goes in the top portion. Any checks, money orders and the WHITE DEPOSIT SLIP goes in the bottom pocket. Please make sure to seal both top and bottom pockets.

Coin Deposit Bag:

For coins up to \$200.00 use the 11x17 Coin bag as shown below. Fill out the following in ball point pen.

1. Grand Total – Total Coin Deposit
2. From – Pasadena ISD
School Name / School Number
3. Signature – Sign your name
4. Date – Today's Date
5. Said to Contain – Total Coin Deposit
6. Bag – Bag 1 of 1
7. To – J.P. Morgan Chase
Account # 226537001

1844857

JPMorganChase

DEPOSITOR INSTRUCTIONS:

1. Fill in From/To and all pertinent information in white enticase areas. INCLUDE PROCESSOR INFORMATION
2. Write bag number on transmittalsidepostal paperwork- include copy inside bag
3. Remove CUSTOMER RECEIPT if desired and attach to your copies of paperwork. Load bag
4. Remove protective strip from adhesive and press firmly to seal.

DO NOT REMOVE PROCESSOR RECEIPT.

DOLLARS		\$
HALVES		\$
QUARTERS		\$
DIMES		\$
NICKELS		\$
PENNIES		\$
MIXED BAG		\$
CHUCKLE TO COUNT		\$
GRAND TOTAL		\$ Total Coin
DEPARTMENT		TILLER NO.

FROM: Pasadena ISD
School Name / Number

NOTE: "FROM" Information must be filled in.

SIGNATURE: Please Sign Your Name Here

DATE: Date SAID TO CONTAIN Total Coin

TO: J.P. Morgan Chase
Acct # 226537001

Bag # of #

PLACE LABEL HERE
(IF REQUIRED)

Place the cash/coin bag(s) in your campus brown locking bags and lock. Place your deposit paperwork in an interoffice envelope inside your brown locking bag to go with your money to the District Cashier. Secure the bag in a safe or vault until it can be picked up by the PISD Police.

Once you have finished securing your money return to the Remittance of Collection screen on Lawson. On the Released receipts side the status indicator should now be green. Enter the Deposit Number and your deposit Bag Number(s) in the designated boxes under the “Released receipts” box. Click Send to Cashier.

Enter Location: 003
 Enter

Employee ID: _____ Location ID: 003

Select from the list of not-released receipts:
 There are no Not-Release receipts.

Start New Receipt

REMITTANCE OF COLLECTION Date: 5/20/2013

Select from the list of Released receipts:

RECEIPT	TOTAL	DETAIL TOTAL	DEPOSIT NBR	STATUS	
<input type="button" value="Edit"/> <input type="button" value="Select"/>	401890	\$39.00	\$39.00	13003001	<input type="button" value="Unrelease"/> ●
<input type="button" value="Edit"/> <input type="button" value="Select"/>	401891	\$220.00	\$220.00	13003001	<input type="button" value="Unrelease"/> ●


Enter Deposit: 13003

Enter Bag Number:

The following confirmation message will appear.

If the deposit has been verified and signed, click OK.

Message from webpage

 Click OK to confirm that you have verified Deposit and obtained your Principal sign-off signature?

Once the deposit is released, the receipts will no longer be seen.

Employee ID: _____ Location ID: 730 Date: 5/20/2013

Select from the list of not-released receipts:
 There are no Not-Release receipts.

Start New Receipt

REMITTANCE OF COLLECTION

Select from the list of Released receipts:
 There are no Released receipts.

Enter Deposit: 13730

Enter Bag Number: