The date should be the date of the sales, not the date the deposit was prepared. The deposit slip must be filled with a ballpoint pen and with enough pressure that it transfers to the pink and yellow copy. Be sure to place a separator card between sets of slips to avoid garbling the tickets below.

The individual denominations do not need to be listed.

The total currency amount should be entered here.
The total coin amount here.

The currency and coin total entered here. This is the total cash amount.

Checks should be listed separately. Remember checks must be listed in your check log as well.

The check total, including any that you had to list on the reverse side of the slip is entered here. Remember to stamp any personal checks with the stamp for unit in the area designated “Endorse here”

The deposit total is entered here. The amounts should match.

We do not use armored car service so the bag # is unnecessary. The deposit bag is to be prepared as follows:
The deposit slip should go into the bottom compartment facing outward along with any checks. The checks should be behind the deposit slip. Do not seal the deposit ticket compartment!

All cash and coin should go into the top section. Please do not deposit large quantities of small ($1’s & $5’s). Swap them out for large bills from your petty cash and buy change with the small bills or leave the bag unsealed with a note attached and we will swap out the small bills. No other items are to go into the deposit bags. We occasionally get coupons, credit card receipts or reports sealed in the bags.

The blocks on the top must filled out using a standard ballpoint pen. The ink in most gel and roller ball pens will not dry properly. If you are not sure, run your finger across your writing to see if smears. Fill out the blocks using the following example as a guide.

“Customer Name”       “Chartwells”
“Store Number”       “11809”   This should match the unit number on your deposit ticket.
“Date”     “3/5/08”   the same as the deposit ticket date.
“Said to contain”   “Cash 312.48   Total 320.46”   If you have no checks you can just write the total in here. Please check your deposit bag and deposit slip for legibility and make sure that your totals match on the slip and bag.