

Safe Deposit Proof

_____	@ \$100 =	\$	_____
_____	@ \$50 = +	\$	_____
_____	@ \$20 = +	\$	_____
_____	@ \$10 = +	\$	_____
_____	@ \$5 = +	\$	_____
_____	@ \$1 = +	\$	_____
	Coin Count +	\$	_____
	Total Cash =	\$	_____
	Total Checks: (attach tape/list) +	\$	_____
Total Amount: (in sealed bag: = \$			

Date: _____

Bag #: _____

Name of event and/or group:

Prepared by: _____

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Safe Deposit Procedures

In order to best protect the assets of our parish, we require that all funds be held for safekeeping in either the parish or school safe until such time as a deposit may be properly prepared and delivered to the bank.

For the protection of everyone involved, this form is to be completed in its entirety and placed inside a pre-approved tamper-evident sealed deposit bag, where it is plainly visible, or your deposit cannot be held for safekeeping.

Required Steps:

- 1) Fully complete the **Safe Deposit Proof**, itemizing all cash, and include a tape or written listing of checks.
- 2) On the outside of the deposit bag in the 2 areas provided, record the total amount enclosed. Also include the name of your group and/or the event for which the funds are designated.
- 3) Place the Safe Deposit Proof, cash and checks into the deposit bag, remove the perforated strip and securely seal the bag.
- 4) Take the sealed bag **AND** perforated strip to the parish office Monday through Friday from 8:00 AM to 4:00 PM, or to the school office during their regular working day.
- 5) An authorized parish/school representative will initial the perforated strip, which you will retain as proof of receipt. You will be asked to sign a Safe Deposit Log, recording our receipt of the funds.
- 6) The bag will be opened, contents counted and recorded and a deposit prepared and delivered to the bank by an authorized staff member. You are welcome to have a representative present for this process, by advance arrangement during regular business hours.

Tamper-evident bags and Safe Deposit Proof forms are available at the parish business office and the school office. Please contact Parish Business Manager, Jeanne Anderson, at 773.594.0941 or janderson@stjuliana.org with any questions.

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