

## Preparing the Deposit

- Photocopy all checks and record on the copies key identifying information about payments.
  - ⇒ Date received
  - ⇒ Funding source or program
  - ⇒ Contract number
- Prepare a detail of cash receipts with identifying information.
- Make copies of any cover letters or back-up information received with payments.
- Prepare deposit by listing all checks and cash received on deposit slip.
- Photocopy deposit slip and attach:
  - ⇒ Check copies
  - ⇒ Cash detail
  - ⇒ Other back-up information that accompanied payments
- Make deposit at bank and obtain a receipt showing correct amount and date of deposit.
- Attach bank receipt to duplicate deposit slip and supporting documents.
- Determine if a transfer from checking to savings or other investment account is needed.
- File duplicate deposit slip and attached documents in transaction file.