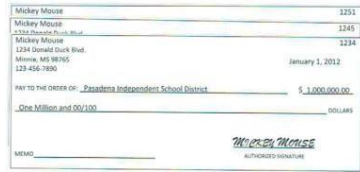


Deposit Overview

1. How to Bundle Checks and Money Orders:

- a. Face all checks and money orders in the same direction.



- b. Checks and money orders should be endorsed with your deposit stamp.



Check must be endorsed within the top 1.5" of the check.

- c. Batch checks and money orders together. An adding tape is required for the batch. The checks should be in the same order as the adding tape.



- d. DO NOT staple, fold or paperclip checks.



2. How to Bundle Coin and Currency:

- a. Bills should be separated by denomination. 100 bills for one denomination equals a full strap. The bills should be faced up and batched into a full strap for each denomination.

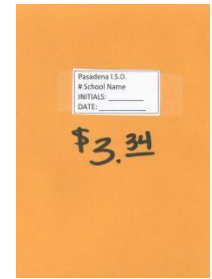


- b. For less than a full strap of mixed denominations, bundle bills face-up starting with the lowest denomination. Use the reverse side of a currency strap to bundle the bills. Write the total included on the strap.



- c. On the currency strap, stamp with your strap stamp.

- d. Place coin up to \$100.00 in an envelope. On the outside of the envelope stamp it with the campus strap stamp. This can be included with your currency



3. How to Prepare the Deposit Ticket:

- a. Deposit Tickets should have the following information:
 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

4.

DEPOSIT TICKET 32-61-1110

7 6
 ↓
 PASADENA INDEPENDENT SCHOOL DISTRICT
 1515 CHERRYBROOK LANE
 PASADENA, TX 77502

School Name/School Number
 Deposit Number

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

DATE: Date of Deposit

| | DOLLARS | CENTS |
|---------------------------|---------|-------|
| CURRENCY | 9857 | |
| COIN | | 82 |
| CHECKS (incl. TRAVELER'S) | 2254 | 00 |

1
2
3
4

5
 ↓
 811442

26537001

TOTAL FROM OTHER BAGS OR ATTACHED LIST: 8,114 42

5

How to Prepare the Deposit Bag in ball point pen only:

Place currency and coins in the top pouch.



1. Working on a flat surface, remove tear-off strip with bag number.

2. In BALL POINT PEN complete ALL information on bag. Insert CASH ONLY in top pouch, bundled separately from Deposit Tickets and Checks (including Traveler's Checks) in bottom pouch.

3. Seal Top Pouch:
 • Remove top flap.
 • Grasp the corner of liner and peel off to expose adhesive.
 • Press security tape firmly against adhesive and smooth closed.

4. Seal Bottom Pouch:
 • Peel off release liner under sealing strip.
 • Press down firmly from center to edges.
 • BAG IS NOW SEALED!

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) \$ Top
 (Cash/Coins Amount)

Bottom

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

Place deposit ticket and checks in the bottom pouch.

5. Coin Deposit over \$100.00:

For a coin deposit over \$100.00 you will need to use the heavy 11x17 Coin Bag as shown below. These coins bags can be used for up to \$200.00 in coins. Please do not place more than that amount in this bag.

A separate Deposit Ticket will need to be filled out for the Coin Bag.

1644857

JPMorganChase

DEPOSITOR INSTRUCTIONS:

1. Fill in From/To and all pertinent information in white writable areas. **INCLUDE PROCESSOR INFORMATION.**
2. Write bag number on transmittal/deposit 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 | | \$ |
| SUBJECT 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

Bag # of

TO: J.P. Morgan Chase
Acct # 224537001

PLACE LABEL HERE
(IF REQUIRED)

- DO NOT CUT HERE TO OPEN - SUPERIOR BAG - DO NOT CUT HERE TO OPEN -

6. Stamps:

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

Pasadena I.S.D.
 # School Name
 INITIALS: _____
 DATE: _____

Use the following stamp to strap your checks, cashier's checks and money orders.

SCHOOL NAME
 FOR DEPOSIT ONLY
 TO THE ACCOUNT OF
 PASADENA IND SCHOOL DISTRICT
 GENERAL CONCENTRATION ACCT
 226537001