



## Store Bank Deposit Policy and Procedures

### Store Bank Deposit Policy

To ensure your personal safety and deposit accuracy, follow this policy for bank deposits:

- Keep the bank bags in a locked cabinet / drawer in the manager's office.

Make deposits **DAILY**, including Saturday, during normal DT / AT business hours.

- Mid-day deposits are required for large sums of cash.
- Use the bank night drop only when a teller is unavailable.
- Only the Manager, Senior Assistant or 3<sup>rd</sup> Assistant is authorized to take deposits to the bank. The employee going to the bank must be "on the clock".
- The Deposit Log must be completed daily, following procedures listed below. The Manager is responsible for collecting and verifying **ALL** validated deposit receipts.

### Deposit Slip, Receipt Procedure

- Use three (3) part deposit slips.
  - White & yellow copies go to the bank.
  - Pink copy stays at the store, attached to the Deposit Log.
- The bank should provide a validated deposit receipt either by mail or in person pick-up. If the branch does not provide this, you can request deposit confirmation from Accounting at [ACCTG@discounttire.com](mailto:ACCTG@discounttire.com).

### Deposit Log Procedure

For each deposit:

Step	Action
1	<b>Depositor:</b> Fully complete a log record daily using the <a href="#">Deposit Log</a> form located on the Knowledge Center.
2	Attach the pink copy of the deposit slip to the Deposit Log.
3	<b>Manager:</b> Log the date that the validated deposit receipt is received/picked up from the bank (or alternate documentation provided by Accounting) and staple it to the matching deposit slip. Re-attach both to the Deposit Log.
5	File Deposit Logs daily including deposit slips and validated receipts in a binder for the AVP to review.

### Contact

If you have questions, please contact Accounting at [Acctg@discounttire.com](mailto:Acctg@discounttire.com).



### **Deposit and Bank Bag procedures**

1. Start ECO
2. Count your till to the correct dollar amount ie \$150, \$200 ect, then place till aside.
3. Count all cash starting with largest denomination to smallest using the 10 key and tickertape.
4. Compare the amount of cash you have counted with the cash amount on the checkout screen.
5. Assuming these #'s match fill out the deposit slip. You must enter the number of each denomination of cash into the appropriate line and subtotal them. Put the subtotal in the "currency total" line.
6. Add up change (above your till amount) and enter that in the "coins" line.
7. Using a 10 key and tickertape add up each check. You must record each check # and the dollar amount on the deposit slip.
8. Assuming your total for checks matches the check line on the checkout screen, write the total in the "check total" line on the deposit slip.
9. Add the total for cash, change and checks and write that amount on the "TOTAL" line.
10. Once deposit slip has been completed, the person preparing the deposit must legibly write their name, sign their name, and record the bag # on the bottom of the deposit slip and enter the current day's date at the top.
11. The white and yellow slip goes in the deposit bag. The pink slip gets stores with your deposit log for varication.
12. Next you must fill out the Bank Deposit Log entering in the bag number, the amount of the deposit, and the name of the person taking the deposit to the bank.
13. Person that is taking the deposit to the bank must sign their name next to where it is printed on the deposit log.
14. Take deposit to the bank. If deposit is being taken by anyone other than the manager they must be on the clock.
15. We prefer that deposits are made same day so that the receipt can be taken back to the store for validation.
16. If you must do a night drop the person taking the deposit must be followed by another employee for the safety of the person taking the deposit and to ensure the deposit gets deposited.
17. The receipt for the night drop needs to be picked up the following day.
18. Any Fulltime employee may go to the bank to collect receipts (yellow slip).

# DISCOUNT TIRE

## Deposit and Bank Bag procedures

19. **MANAGER ONLY** must signoff in the receipt verified box on the Bank Deposit Log.



### Bank Deposit Log

Store #: AZP00 Month: December Year: 2017

Date	Bag #	Amount of Deposit	Deposit taken to bank by (print name)	Signature of employee taking deposit to bank (required)	Mgr Date Receipt Verified
1	4567	2879.50	Signature	Signature	12-2 Mgr
1					
2	1234	1568.00	Signature	Signature	12-3 Mgr
2					
3					
3					
4	6789	1646.60	Signature	Signature	12-5 Mgr
4					
5					
5					

Correctly filled out Bank deposit log and Deposit slip.

Date: 12-4-17

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

DOLLARS		CENTS	
x1	5		
x5	10		
x10	30		
x20	200		
x50	200		
x100	500		
CURRENCY TOTAL	945		85
CHECKS (all transactions)	1234		25
	5678		45
JP MORGAN CHASE BANK			
CHECK TOTAL 700 75			
TOTAL 1646.60			
Signature			
Signature			
BAG NO 6789			

DISCOUNT TIRE CO AZP REGION OFFICE  
AZP00-9980  
5310 E SHEA BLVD  
SCOTTSDALE AZ 85254

JP MORGAN CHASE BANK

D17 - 3PT - 467042 - 533596

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1646.60