

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 3rd 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.

**Deposit Log
Procedure**

For each deposit:

Step	Action
1	Depositor: Fully complete a log record daily using the Deposit Log form located on the Knowledge Center.
2	Attach the pink copy of the deposit slip to the Deposit Log.
3	Manager: 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.

Store #	INN01	Month	January	Year	2021
Date	Bag #	Amount of Deposit	Deposit Taken to the Bank (By/Pick)	Deposit Taken to the Bank (By/Cash)	Total Bank Received
1					
2					
3					
4					
5					
6					
7					
8					
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14					
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Contact

If you have questions, please contact Accounting at ACCTG@discounttire.com.
