Safe Deposit Pick-Up Log & Tamper Proof Deposit Bag Instructions
(Guide for Financial Secretaries)

Oklahoma City Public Schools

Deposit Bag (From)

Depositor will legibly write the School name in this section.

Deposit Bag (To)

Name of the Financial Institution should be placed here:

BancFirst

Deposit Bag (Account #)

Place your Account # here.

Deposit Bag (Date)

Put the Date you are placing this bag into the Drop Safe here. This should be the same date of the deposit.

Deposit Bag (Authorized Signature)

Depositor will sign the deposit bag here.

Deposit Bag (Adhesive Seal)

Back of Bag

Place contents inside bag. Don't forget to include the deposit slip.

Remove the adhesive seal and ensure the bag seals completely and is free of any damage.

Deposit Bag (Tear-away strip)

Depositor will remove the "tear away" serial number strip and maintain for their records.

Depositor should initial strip. Witness who counts money should initial strip.

You are now ready to deposit the bag in the safe.

Drop Date

OKCPS   Safe Deposit/Pick-Up Log   Location_____

		Safe Deposit					Courier Pick-up				
Drop Date	Deposit Bag Serial #	Printed Name (Depositor)	Signature	Printed Name (Witness)	Signature	Pick Up Date	Verify S/N	Printed Name (Courier)	Signature	Printed Name (Witness)	Signature
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This is the date you are putting the deposit bag into the deposit safe.

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Deposit Bag Serial

OKCPS

Safe Deposit/Pick-Up Log

Location_____

		Safe Deposit						Courier Pick-up			
Drop Date	Deposit Bag Serial #	Printed Name (Depositor)	Signature	Printed Name (Witness)	Signature	Pick Up Date	Verify S/N	Printed Name (Courier)	Signature	Printed Name (Witness)	Signature
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The serial number from the deposit bag will be recorded on this line. If multiple bags are deposited, then multiple lines must be used.

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Depositor Printed Name & Signature

OKCPS　　　　　Safe Deposit/Pick-Up Log　　　　　Location_____

		Safe Deposit				Pick Up Date	Verify S/N	Courier Pick-up			
Drop Date	Deposit Bag Serial #	Printed Name (Depositor)	Signature	Printed Name (Witness)	Signature			Printed Name (Courier)	Signature	Printed Name (Witness)	Signature
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The Depositor will PRINT and sign in these respective blocks.

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Witness Printed Name & Signature

OKCPS

Safe Deposit/Pick-Up Log

Location_____

		Safe Deposit				Pick Up Date	Verify S/N	Courier Pick-up			
Drop Date	Deposit Bag Serial #	Printed Name (Depositor)	Signature	Printed Name (Witness)	Signature			Printed Name (Courier)	Signature	Printed Name (Witness)	Signature
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The person Witnessing the Depositor placing the bag in the safe will PRINT and sign in these respective blocks.

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