

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

Oklahoma City Public Schools

Deposit Bag (From)

Remove this tear-off before sealing bag.

EE5367469

Date: _____ Amount \$: _____

D-TEC™ The money today tomorrow detector announced on the security bags and security envelopes, all our GREEN BAG MONEY BAGS are protected.

Barcode: EE5367469

SENTRY Green™ **G**
Protecting your Deposit and the Environment
Protecting your deposit and the environment. Please protect the environment by recycling.

A BAG™
9 X 12

Information MUST be filled in:

From: _____ **BA** _____ **CONTAINS:** _____

Cash Amount \$: _____
Check Amount \$: _____
Total Deposit \$: _____
Prepared By: _____
Date: _____
Authorized Signature: _____

① Indicate bag number on label.
② Place bag in a flat surface.
③ Press bag down and remove money. Stick to the bag.

TO REMOVE CONTENTS - CUT ALONG BOTTOM DASHED LINE

Depositor will legibly write the School name in this section.

Deposit Bag (To)



The image shows a Sentry Green Deposit Bag (To) form. At the top, it says "Remove this tear-off before sealing bag." and "EE5367469". Below this is a section for "D-TEC" with a barcode and "EE5367469". The main section is titled "SENTRY Green" and "Protecting your Deposit and the Environment". It contains a "NOTE: 'FROM' information MUST be filled in." and a "BAG TO CONTAIN:" section with fields for "Cash Amount \$", "Check Amount \$", "Total Amount \$", and "Total Deposit \$". A red circle highlights the "FROM" section, which includes fields for "From:", "Account:", "Date:", and "Authorized Signature:". Below the "FROM" section are three numbered instructions: 1. "Seal bag, double seal, and insert deposit slip in slot.", 2. "Place bag in a flat surface, press down, and seal.", 3. "Press bag, double seal, and insert deposit slip in slot." At the bottom, it says "TO REMOVE CONTENTS - CUT ALONG BOTTOM DASHED LINE".

Name of the Financial Institution should be placed here:

BancFirst

Deposit Bag (Account #)

G Remove this tear-off before sealing bag. **G** EE5367469

Date _____ Amount \$ _____

D-TEC™ The world's most advanced detector announced on the security bags and security transactions, all with GREEN BAG SECURITY SERVICE PROTECTION.

SENTRY Green **G**
Protecting your Deposit and the Environment
Protects your deposit and the environment. Protects your deposit and the environment.

NOTE: "FROM" information MUST be filled in.

From: _____

TO: _____

Amount/Count: _____

Authorized sign-off: _____

SAG TO CONTAIN:

Cash Amount \$ _____

Check Amount \$ _____

Total Amount \$ _____

Total for _____

Prepared by _____

A BAG™
9 X 12

① Indicate bag number on label (if applicable). Repeat amount and count in addition to each of bag. Remove tear-off slowly. Use security bag bag.

② Paper bag in a flat surface. Press down slowly. Use bag bag with security bag bag. From this opening, remove bag bag to make opening.

③ Press bag down and remove slowly. Stick to the bag bag.

TO REMOVE CONTENTS - CUT ALONG BOTTOM DASHED LINE

Place your Account # here.

Deposit Bag (Date)

Remove this tear-off before sealing bag.

EE5367469

Date: _____ Amount \$: _____

D-TEC™ The world's most advanced detector announced on the security bags and security transactions, for your deposit bag, money, security, and more.

SENTRY Green™ Protecting your Deposit and the Environment

A BAG™ 9 X 12

NOTE: "FROM" information MUST be filled in.

From: _____

TO: _____

Amount \$: _____

Total \$: _____

Prepared by: _____

DATE: _____

TO REMOVE CONTENTS - CUT ALONG BOTTOM DASHED LINE

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)

Remove this tear-off before sealing bag.

EE5367469

D-TEC™ THE MONITOR YOUR TRANSACTIONS DETECTED! APPEARING ON THE SECURITY TAPES
Most automatic teller machines, do not open bags. MONEY DEPOSIT BAGS ONLY.

Barcode: EE5367469

SENTRY Green™ Protecting your Deposit and the Environment

A BAG™

NOTE: "FROM" information MUST be filled in.

From: _____

TO CONTAIN:

Cash Amount \$ _____

Check Amount \$ _____

Other Amount \$ _____

To: _____

Total Deposit _____

Account # _____

Authorized Signature _____

Instructions:

- Indicate bag number on individual deposit slips and insert in window on back of bag. Remove tear-off security cover completely before bag.
- Place top of bag on surface. Press down firmly. Lift top of bag and security cover. Place deposit slips in bag opening. Remove release flap to machine entrance.
- Press top down with outside money. Press to hold securely.

NO REMOVE CONTENTS - CUT ALONG BOTTOM DASHED LINE

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_____

[illegible]

[illegible]

OKCPS

Location_____

The Depositor will **PRINT** and sign in these respective blocks.

OKCPS

Location_____

The person Witnessing the Depositor placing the bag in the safe will **PRINT** and sign in these respective blocks.