## 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)

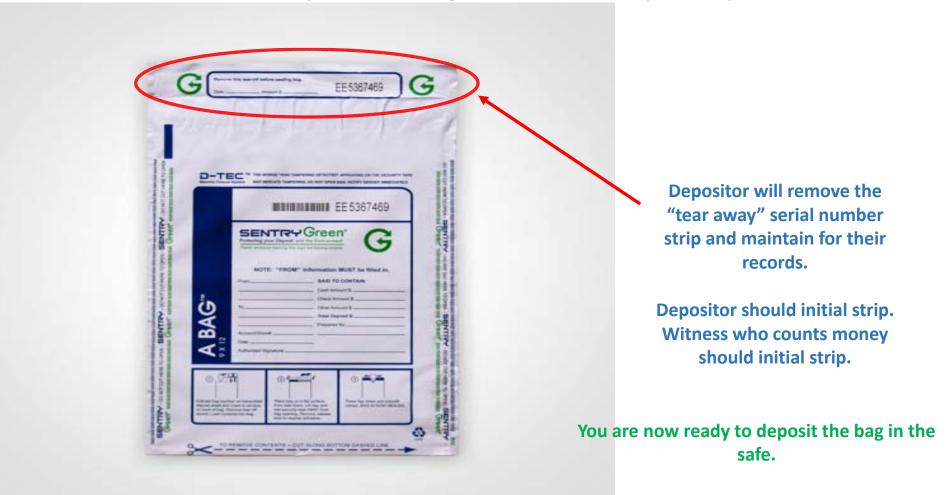
#### **Back of Bag**



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)



#### **Drop Date**

**OKCPS** 

#### Safe Deposit/Pick-Up Log

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

Location

## 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		
	Th	ne serial nun	nber from	the der	oosit —								
	bag will be recorded on this line. If multiple bags are deposited, then												
		multiple li	nes must	he used									
		marcipic ii	iics iiiast	. doca									

#### Depositor Printed Name & Signature

#### **OKCPS**

#### Safe Deposit/Pick-Up Log

Location

	Safe Deposit					Courier Pick-up						
Drop Date	Deposit Bag Seria #	Printed Name (Depositor)	Signature	Printed Name (Witness)	Signature	Pick Up Date	Verify S/N	Printed Name (Courier)	Signature	Printed Name (Witness)	Signature	
		1										
	The Depositor will PRINT and sign											
					8							
	in these respective blocks.											
		•	ı	1	ı							
						·						

#### Witness Printed Name & Signature

nu.	

#### 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	
		The perso	n Witnes	sing the								
		-		_								
	Depositor placing the bag in the safe will PRINT and sign in these											
		sate will PRI	NT and sign	${f g}{f n}$ in the	ese							
		KOCIOC	setive bloc	oko								
		respe	ective bloo	CKS.								

Page \_\_\_\_ | \_\_\_\_