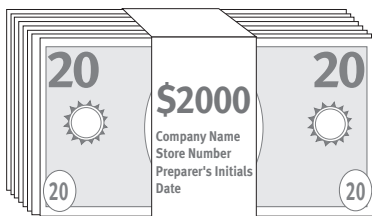## How to Bundle Currency and Coin

Bills are separated by denomination. 100 bills per denomination is a full strap. Bills should be faceup and batched into a full strap for each denomination.

For less than a full strap of mixed denominations, bundle bills faceup. Use the reverse side of a currency strap to bundle bills.
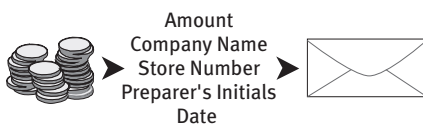
On each currency strap legibly print or stamp:

- Company name
- Store number
- Date
- Preparer's initials

20 **$2000** **20**
Company Name
Store Number
Preparer's Initials
Date
20   20

Place small amounts of mixed loose coin in an envelope and legibly write or stamp on it:

- Company name
- Store number
- Date
- Amount
- Preparer's initials

Amount
Company Name
Store Number
Preparer's Initials
Date

How to Fill Out a Deposit Ticket for Currency, Coin and Checks

Deposit tickets should be preprinted with the following information:

A Company name

B Store number

C Store address

D MICR line

   1 Store number

   2 Account number

Write the following information on the deposit ticket:

G Bag serial number (preprinted on tamper-evident deposit bag)

H Date

I Preparer's initials

J Total deposit amount (total amount of currency, coin and checks)

For currency and coin, write total of all strapped and loose bills in the box next to **currency**. Write the total amount of coins next to the **coin** box. Write the total of currency and coin in the **total deposit** box. List loose coin deposits of more than $10 on a separate deposit ticket and enclose in a separate, tamper-evident bag.

Note the check totals:

- When you have up to 300 checks (and no fewer than six), write the total of each batch of checks in the **checks** box.

- When you have six or fewer checks, write out the amount of each check next to the **checks** box.

- Write the total of your sums in the **total deposit** box.

SAMPLE

J.P.Morgan
G Bag Serial # _____
H Date _____
I Preparer's Initials _____
CREDIT ACCOUNT OF
PLEASE PRINT MAILING LABEL IF NOT SHOWN BELOW
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
A Company Name
B Store Number
C Store Address
D II' ########## II' I: ######## I: ############ II'

CURRENCY
COIN
CHECKS
(list singly)
J TOTAL DEPOSIT ▶

1   2

J.P.Morgan

How to Prepare Deposit Bag for Currency, Coin and Checks

To seal bag properly, follow the instructions printed on the bag and refer to the accompanying illustration:

**Tamper-Evident
Not Resealable**

CURRENCY

COIN

Company Name		Date	
Account Number		Store Number	
		Cash/Coin	
		Checks	
		Total	

Top Pouch

SAMPLE

J.P.Morgan

Bag Serial #_____
Date_____
Preparer's Initials_____
CREDIT ACCOUNT OF
PLEASE PRINT MAILING LABEL IF NOT SHOWN BELOW
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Company Name
Store Number
Store Address

II' ########## II' I: ######## I: ############# II'

CURRENCY	
COIN	
CHECKS	
(list singly)	
TOTAL DEPOSIT ▶	

Resealable

DEPOSIT TICKET

CHECKS

TRAVELERS CHECKS

J.P.Morgan

Bottom Pouch

J.P.Morgan