

SAM – CASH

COIN AND CURRENCY

8032.4

(New 5/98)

Depositing coin and currency in excess of \$100 will be prepared as described below. If the amount of coin in the deposit exceeds \$50, a separate deposit slip for the coin portion only must be prepared and submitted (other currency will be submitted with a separate deposit slip). Bank messengers are restricted from picking up any deposit that includes coin and/or currency.

The coin and currency portion to be delivered by an armored car or to be delivered by an agency messenger as a night deposit or teller counter window deposit will be counted and verified. Currency and coin (unrolled) will be placed in the deposit bag and sealed in the presence of two agency employees who will sign an agency copy of the deposit slip indicating they have verified the coin and currency amount in the deposit. The armored car carrier or agency employee is required to sign a receipt indicating the receipt of the sealed deposit bag to be delivered.

Whenever coin and currency to be deposited exceeds \$3,000 and armored car service is either not available, or excessively expensive, two agency employees should be assigned to deliver the deposit jointly or two or more deposits may be made to reduce the cash transported at one time. Occasionally, exceptionally large deposits may be handled by requesting an escort from the local police department or sheriff's office. A single employee will not transport more than \$3,000 in coin and currency at one time.

Agencies will not disburse or withhold receipts for the purposes of establishing or augmenting an over-the-counter change fund. Agencies will also not use receipts to be deposited to cash checks for employees.