



**Administrative
Manual
DETAIL PROCEDURE**

SECTION

Budget and Appropriations

SUBJECT

COMPLETING A "CASH DEPOSIT SLIP"

SAMPLE FORM APPENDED TO PROCEDURE

RESPONSIBILITYACTION

● Depositing Agency

1. Complete a CASH DEPOSIT SLIP (28-1428-5043) as indicated below. The circled numbers refer to blocks or columns on the attached sample form.

- ① - Revenue account or agency appropriation account number to be credited.
NOTE: The agency appropriation account is to be credited only when the City has issued an incorrect check or DIRECT DEPOSIT ORDER and the check has been returned to the City.
- ② - Work order number (if any).
- ③ - Amount of money to be charged to each account number.
- ④ - Fill in total of amounts shown in column ③.
- ⑤ - Current date.
- ⑥ - Name of agency making the deposit.
- ⑦ - Name of agency or individual being credited with the revenue, if other than ⑥.
- ⑧ - Location of agency or individual being credited with the revenue.
- ⑨ - Control number(s) of check(s) being deposited (if any).

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RESPONSIBILITYACTION

- Depositing Agency
(Cont'd)

⑩ - Source of revenue and reason for payment.
(Example: "Partial payment on Federal grant".)

⑪ - Control number of Letter of Credit being deposited (if any).

⑫ - Number of federal, state, or private grant (if any).

⑬ - Breakdown of total deposit by category.

⑭ - Signature of department head or authorized representative.

2. Remove 5th sheet (green) of "Cash Deposit Slip" for file. Do not separate remaining copies.

3. Deliver remaining 4 copies of "Cash Deposit Slip" (with carbons intact) and cash, checks, and/or letters of credit to cashier at Bureau of Collections.

- Bureau of Collections

4. Validate "Cash Deposit Slip" and return yellow copy to depositing agency.

- Depositing Agency

5. Retain validated 2nd sheet (yellow) of "Cash Deposit Slip" for file. Destroy non-validated green copy.

TO VOID A "CASH DEPOSIT SLIP", SEE AM-402-1-2

CONSTRUCTION & REPAIR WORK

Work on the site

<p>XXXXXX</p>		<p>Work on the site</p>	
<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>
<p>5</p>	<p>6</p>	<p>7</p>	<p>8</p>
<p>9</p>	<p>10</p>	<p>11</p>	<p>12</p>
<p>13</p>	<p>14</p>	<p>15</p>	<p>16</p>
<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p>
<p>21</p>	<p>22</p>	<p>23</p>	<p>24</p>
<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>
<p>29</p>	<p>30</p>	<p>31</p>	<p>32</p>
<p>33</p>	<p>34</p>	<p>35</p>	<p>36</p>
<p>37</p>	<p>38</p>	<p>39</p>	<p>40</p>
<p>41</p>	<p>42</p>	<p>43</p>	<p>44</p>
<p>45</p>	<p>46</p>	<p>47</p>	<p>48</p>
<p>49</p>	<p>50</p>	<p>51</p>	<p>52</p>
<p>53</p>	<p>54</p>	<p>55</p>	<p>56</p>
<p>57</p>	<p>58</p>	<p>59</p>	<p>60</p>
<p>61</p>	<p>62</p>	<p>63</p>	<p>64</p>
<p>65</p>	<p>66</p>	<p>67</p>	<p>68</p>
<p>69</p>	<p>70</p>	<p>71</p>	<p>72</p>
<p>73</p>	<p>74</p>	<p>75</p>	<p>76</p>
<p>77</p>	<p>78</p>	<p>79</p>	<p>80</p>
<p>81</p>	<p>82</p>	<p>83</p>	<p>84</p>
<p>85</p>	<p>86</p>	<p>87</p>	<p>88</p>
<p>89</p>	<p>90</p>	<p>91</p>	<p>92</p>
<p>93</p>	<p>94</p>	<p>95</p>	<p>96</p>
<p>97</p>	<p>98</p>	<p>99</p>	<p>100</p>

Work on the site