



Clint Independent School District
Lock Bag Transfer Form



Lock Bag #:

Date Lock Bag is Transferred to CISD Courier:

Campus / Dept. Name:

Phone Number

Count	Cash Amounts	Check Amounts	Total Deposit Amount	CISD Staff Member (Printed Name)	CISD Staff Initials (Hand Written)	Bank Teller (Printed Name)	Bank Teller Initials (Hand Written)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

Total Page 1

CISD

This form is to be completed for any lock bag being submitted to the Bank. The form must be completed and included in the bag. The bank will return the form, completed by the Bank Teller, when the lock bag and deposit receipts are returned. Maintain the form for your records.

- Enter lock bag number
- Enter date lock bag is transferred to the CISD Courier.
- Enter the campus or department name.
- Enter your contact telephone number.
- List each deposit on a separate line.
 - * Total amount of cash
 - * Total amount of checks
 - * Total amount of deposits will auto calculate.
 - * Your printed name
 - * Your hand written initials
- Place the completed form in the lock bag with all the deposits.
- Maintain the return form for future reference or audit purposes.

Thank you and please contact the Business Services Department if you have any questions.

Count	Cash Amounts	Check Amounts	Total Deposit Amount	CISD Staff Member (Printed Name)	CISD Staff Initials (Hand Written)	Bank Teller (Printed Name)	Bank Teller Initials (Hand Written)
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Second Sheet

Normally less than 21 deposits are included in each bag per day. This sheet is provided if the number exceeds 21.

	Total Page 2
	Total All Pages