



**P.O. Box 1719
Clinton, Oklahoma 73601
(580)323-2929**

CASH HANDLING PROCEDURES

Deposits should be made, each day, before the bank's close of business.

- Copy of the deposit slip, stamped with the date and time of the deposit, must accompany that day's books.
- Books must be mailed every day.
- Person making the deposit must sign the deposit slip.
- If there is a reason why the deposit is **not** made on time, the home office must be notified immediately.

No holding charges for anyone (management, customers or employees).

No holding checks for anyone (management, customers or employees).

Make sure each shift is doing their "Shift Close" properly.

If you are over/short \$10.00 or more, call your supervisor immediately.

Depending of the seriousness of your failure to do any of the above, the company may decide an appropriate action.

By my signature, I agree to abide by the above mentioned terms.

I, _____, have had the opportunity to ask questions, and the questions I asked, if any, were answered to my satisfaction.

Manager Signature

Date

District Manager Signature

Date