

ASRCC Deposit

- Funds usually come in Riverside bag.
- Funds will be rolled up in a document provided by campus.
- Verify funds match tape total provided.
- The campus has already created and entered the receipts in a DataTel session. We need to close it.
- Close out session and run the reports, using the BADE, XSRC, CGLP and PGLT screens.
- On Session Reconciliation report print out, highlight session and date.
- Roll print outs along with documents provided from campus and file in cabinet in the folder labeled ASRCC for that month.
- Deposit funds using ASRCC deposit slip.
- Mark Session #, Session Date and Cash Receipt #'s on Deposit Slip.
- Deposit one session per deposit bag.
- Distribution of Bank Deposit Slip
 - White Copy- bank deposit bag
 - Yellow Copy- Place in file to be delivered to Bookkeeper (Dricena Martinez) at the end of the month.
 - Pink Copy- To be filed with daily deposit slips.

