Cedar Rapids Community School District

_____ BANK BAG TRANSPORT LOG

(Facility / Department)

| BANK BAG DATA | | F&N BAGS (Initials) | | DEPOSITS PREPARED BY BOOKKEEPER/SECRETARY | | TRANSPORTATION INFORMATION | | |
|---|---|---|---|---|---|---|---|---|
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 |
| Bag Number | Bag $ Amount | Delivered By | Received By | Preparer Signature | Deposit Amount Verified By : | Releasing Signature | Transporter Signature | Date |
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**Instructions:**

**- Food & Nutrition Deliveries:** F&N staff must complete columns 1 & 2, then initial column 3. Bookkeeper or office staff assuming custody of bag must initial column 4. Bookkeeper/Secr sign column 7 when releasing bag to District Driver.

**- Bookkeepers & Secretaries:** Complete columns 1, 2 and 5 when preparing bank bag. Sign column 7 when releasing bag to District Driver. Complete column 6 (Deposit Amount Verified) upon receipt of verification from Accounting Dept.

**- District Drivers:** Sign column 8 and enter date in column 9 when picking up bags for delivery to Accounting Department.