

Armored Car Procedures

As of October 2013, PISD contracts with Dunbar which makes stops at all campuses to pick up bank deposits.

All deposits are placed into clear plastic tamper-proof bank bags. These bags are provided by the district to all campuses. Please contact [Jill Mason](#) in the Finance Department for bags.

The information on each bag should be completed per the instructions on the bag. To reduce bank fees, each bag should only contain one deposit and deposit ticket. Multiple deposit forms may be combined with one deposit ticket in one deposit bag. However, deposits going into different bank accounts must never be in the same deposit bag.

Before placing the deposit into the bag, the bank bag number should be written on the deposit ticket for tracking purposes. The bag number should appear on all copies of the deposit ticket. The original deposit ticket is placed in the bag and the pink copy is attached to the original deposit form. The yellow copy stays in the deposit ticket book. The tear strip from the top of the tamper proof bag is removed before sealing the bag.

Deposit forms are for PISD use only and should not be included in the bank bag.

Deposit bags should be ready for pickup by 8:00 a.m. on the scheduled day, since pickup time varies. Extra charges are applied for wait-time for the courier, so campus office staff should be available to assist if needed.

All campuses should use a **spreadsheet** to record bags picked up by the Dunbar courier. The courier will scan and enter the amount contained in each bag. You will be asked to verify and compare with the campus spreadsheet and sign for the amount Dunbar picks up. To save time during courier pick up, individual double-pouch bags can be combined into a larger bag.

The Finance Department can view deposits posted by the bank online and research problems if necessary.