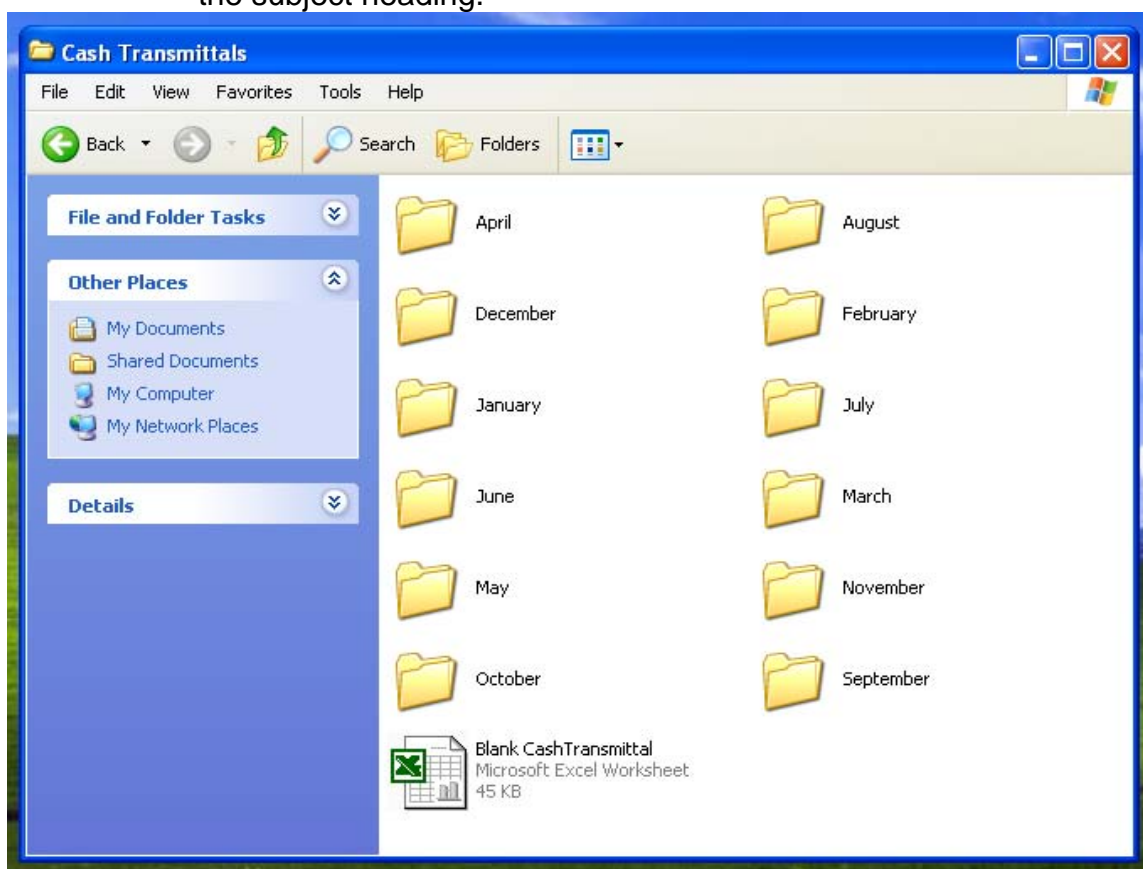


Cash Transmittal Instructions

1. In your **My Documents** folder, create an additional folder and name it **Cash Transmittals**.
 - a. Save your blank copy inside the Cash Transmittals folder.
 - b. Inside your Cash Transmittals folder, create one folder for each month of the year.
 - c. Fill out the cash transmittal form each time a deposit is made and save the form in the appropriate month. The following naming convention is to be used for the day the deposit is made: **mm-dd-yy**. ***Dashes must be used in naming convention or Microsoft won't allow.
 - d. Once you save the form, email the form via attachment to MindyNugent@iusd.org with your site name and transmittal date in the subject heading.



This is an example of what your Cash Transmittal folder should look like.

2. Two days from the time you give your deposit to the warehouse driver, **log-on to Citibank** website at: <http://www.citibank.com/us/citibusinessonline> and **verify deposit** amounts for accuracy.
3. If discrepancies occur, please notify me via email at MindyNugent@iusd.org.

*****When filling out Cash Transmittal form, use the *Tab* key throughout.**