

IVY LANE BANK STANDARDS

Below are the Banking Standards that are required to be followed by all Ivy Lane employee key holders handling cash inside the service center. Failure to follow these guidelines can to lead up to and include termination.

- Deposits are to be dropped off nightly as part of the Key holder's responsibility.
- If circumstances prohibited the deposit to be dropped off, the deposit should be dropped at bank location by 10:00am next day. This should immediately be communicated to Supervisor.
- At no time is it acceptable to have more than one deposit in the store.
- Deposits are to be handed to the teller or placed in the drop slot, if after hours, or on days in which the bank is closed.
- Bank validated deposit tickets are to be verified every day, in store and stapled to yellow carbon copy.
- All deposit tickets are to be kept on file for management review.
- The manager on duty is responsible for these banking standards every day. (SCMS, ASCMS, and SR Techs)

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Key Holder Printed Name	Date
Key Holder Signature	
AM Printed Name	Date
AM Signature	