

## **STANDARD OPERATING PROCEDURE (SOP) FOR BANK DEPOSITS**

**This SOP applies to all Morale, Welfare and Recreation Fund (MWR) activities, the Fort Monmouth Lodging Fund (Lodging), and the Fort Monmouth Post Restaurant Fund (PRF)**

**The following mandatory procedures will be accomplished in the making of bank deposits.**

- a. Bank deposits will be made daily. When a Daily Activity Report (DAR) is generated for cash/checks taken in by the activity, a bank deposit will be made that day/night.**
- b. The bank deposit slip will be signed by two activity personnel.**
- c. The yellow copy of the bank deposit slip will be attached to the current DAR and forwarded to the Financial Management Office.**
- d. The activity will either detach blue deposit slip for record, or make a copy of the deposit slip.**
- e. Only ONE deposit will be put into a canvass bank bag. If there is more than one deposit, you will use either another on-hand canvass bank bag or use a plastic bank bag provided from the Financial Management Office. The plastic bags will only take one deposit. Instructions are written on the bag. Use above procedures for keeping control of bank deposit slips for each bag.**
- f. If a bank deposit is made during the day to a teller, you will take the “validated” deposit slip and attach that to your current DAR. If the DAR has already been sent to the Financial Management Office, you must ensure that the Financial Management Office receives this “validated” deposit slip within two days.**

**g. Upon receipt of DAR's with the yellow copy of the bank deposit slip, the Financial Management Office will make a copy of the slip and retain this in a suspense folder to match with the forwarded "validated" bank slip.**

**The above actions will be followed by all activities. All instances of failure to follow these procedures will be reported to the Office of the Director, MWR.**

**SIGNED:**

**GLEN PERLAKOWSKI**

**Director, Morale, Welfare and  
Recreation Fund**

**DATE: \_\_\_\_\_**