The Deposit Package: Putting it Together:

1) **Original Journal Entry Request Form:**

   - **Journal Entry Form (Original)**
   - 8.5 x 11 paper with copy of Deposit slip cut and taped to it.
   - Copies of Checks and receipts

   Staple together in left hand corner.

2) **Copy of Journal Entry Request Form:**

   - **Journal Entry Form (COPY)**
   - Copy of Deposit slip, cut to size

   Paper clip these 2 to the Original Journal Entry packet.

3) **Money Bag:**

   - **MONEY BAG**
   - Deposit slip
   - Checks
   - Money Transmittal form

   (In the Bag) (Attached to outside of bag)

**The Deposit Package:**

- **Money BAG**
- **Journal Entry Form packet**
- **Copy of Journal Entry Form packet**

Money Transmittal form (attached to outside of Money bag)