

Lubricar, Inc.
Century Bank Courier Deposit Pick Up Procedures
As of July 1, 2014

Deposit should be prepared as normal. Please ensure that the deposit slip agrees to the actual cash and checks being deposited. THIS IS CRITICAL. A separate deposit bag should be used for Jiffy Lube, Techna Glass and Change Requests.

1. Put the deposit in the clear plastic bag. Include the white deposit slip only, and all cash and checks to be deposited. Staple the deposit bag tear-off slip to the yellow copy and keep for your records, send the pink copy to the office in your weekly bill bag.
2. Complete your monthly Deposit Log for the deposit, verify the deposit bag number.
3. Have the deposit and the Deposit Log ready for pick up by the courier.
4. When the courier arrives do the following
 - a. Until the courier arrives, keep the deposit in a safe location.
 - b. Move as fast as possible to get the courier taken care of and off the lot quickly. We do not want the courier to wait for any time on our lot.
 - c. Verify that the deposit bag number on the Courier Log is the same as the number on the bag.
 - d. Sign the Courier Log.
 - e. Have the courier sign your Monthly Deposit Log
 - f. Help the courier get off your lot as soon as possible.
5. Keep the yellow copy of the deposit slip with the attached deposit bag tear-off slip for a month and then cut it up and put in the trash.
6. Send the pink copy into the office on a weekly basis with your bill bag.

Change Requests:

- A. Change requests should be made using the Change Request Form spreadsheet.
 1. Fill in each yellow cell. Enter the number of each Denomination that you need.
 2. e.g., if you need \$60 in tens, enter 6.
 3. Enter the denominations that you need, then enter the Amount Sent with the Change Request,
 4. When the total amount sent equals the total amount requested, the cell will turn green.
 5. When complete, print 2 copies of the form, sign them, fold the cash for the request in one copy of the form and put in a separate deposit bag
 6. Enter a separate line item on the Monthly Deposit Log for the change request bag.
 7. Put the second signed copy with the cash drawer. (This will be your verification that there is a change request in process.)
 8. When you close out at night during a change request, the amount in the till should be \$200/\$300 less the amount of the Change Request. E.g., if your change request is \$120, then your till amount should be \$80.

Instructions for the Monthly Deposit Log

Print form monthly

Enter the store number and month

For **each** deposit bag:

Enter the Date

Enter the Bag Number (Verify that it is correctly entered)

Enter the time that the courier picks up the bag

Have the driver sign

The person delivering the deposit to the driver should initial

For **each** Change Request bag:

Enter the Date

Enter the Bag Number (Verify that it is correctly entered)

Enter the time that the courier picks up the bag

Have the driver sign

The person delivering the deposit to the driver should initial

Enter the amount of the change request sent

When the change request is received, enter the amount received.

Verify the amount of the change request received before the driver leaves.

Scan and Send in the Monthly Deposit Bag to reception@myjiffy.com at end of each month