



December 1, 2009

**TO: UW Departments**

**FROM: Cash Management**

**SUBJECT: Plastic Bank Bags and instruction**

On the plastic bags print only your

- department six digit ID number
- full name of your department
- contact name
- phone number

Or attach a label with this information.

**On the plastic bag, do not write the deposit amount or the bank account number.**

**Please write the bag number on your deposit ticket.** Send the original (white) to the bank with your deposit and keep all others for your records. Tear off the stub which has pre-printed bag number information. Keep this stub and indicate the date of the deposit, amount, and the last 4 digits of the bank account number (if known).

When dropping off your deposit bag at the pick up location, **write the bag number on the armored car service log sheet** along with the other information the log is requesting. Each drop off site may have their own procedures in place for filling out the log.

Once the above procedure is followed, we will no longer need to have plastic bags returned. As of **February 1<sup>st</sup>, 2010** US Bank will not be returning deposit bags back to the departments. Let Cash Management know if you have any questions.

For questions please e-mail [Cashmgt@bussvc.wisc.edu](mailto:Cashmgt@bussvc.wisc.edu) or e-mail Kathy Virnig at [kvirnig@bussvc.wisc.edu](mailto:kvirnig@bussvc.wisc.edu) (262-0658) or Sharon Hughes at [shughes@bussvc.wisc.edu](mailto:shughes@bussvc.wisc.edu) (262-1305). Thank You

**Kathy Virnig**

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