

**ON-LINE MESSENGERS
COUNTER DRAWER SUMMARY**

VR

DL

Site: _____ Deposit Date: _____

CLOSE COUNTER DRAWER CHECKLIST

- 1. Enter Site Name, Deposit Date and check "VR" or "DL" on Counter Drawer Summary.
- 2. Verify deposit date on Counter Drawer Detail Screen = deposit date on Counter Drawer Summary. Attach screen print-outs.
- 3. Close the counter drawer for each operator ID and complete the Counter Drawer List below for each counter drawer ID:
of drawers with print-outs _____ = # of operator IDs listed on Counter Drawer List _____
- 4. Attempt to re-close each counter drawer on Counter Drawer List.
- 5. Total the drawer amount on the Counter Drawer List.
- 6. Write a check for the "Total" amount on Counter Drawer List and enter the "Check #" field on the Counter Drawer List.
- 7. Write the beginning WID (first WID from lowest operator ID) and ending WID (last WID from highest operator ID) on the spaces below and on the memo line of the check.

Beginning WID _____ Ending WID _____

- 8. Follow current procedures for mailing applications and the one (1) check, this sheet and screen print-outs. Reminder: one (1) check and one (1) FA-160 per Bureau.

COUNTER DRAWER LIST

DRAWER ID	OPERATOR NAME	DRAWER AMOUNT
TOTAL		
CHECK #		

Counter Drawer Summary

Completed By: _____ Date Completed: _____
