

Daily Deposit Instructions

Friday/Saturday

- Put all monies including quarters, loonies, toonies, 5's and 10's in blue bag along with booth key and pass along to the person(s) scheduled for the first A.M. shift the next day
- **Put 20's, 50's, 100's into white plastic bag, seal and mark "Arena Booth" and drop off at the Credit Union night deposit. This needs to be done every night!**

***Weekend night workers are responsible for contacting booth leaders to find out where the booth bag is to be dropped off for the next morning shift. DO NOT deposit the blue deposit bag at the bank on Friday and Saturday nights.**

Sunday - Thursday

- Put all money, including quarters, in blue deposit bag as well as booth key and drop off at Credit Union night deposit. *****This needs to be done every night so the float can be straightened out for the next day*****. If for some reason it does not get deposited contact Brandi and let her know where it is. Make sure the booth key is in the bag!!

For any questions contact Brandi Johnson

306-753-9393

