

UNIVERSITY of **HOUSTON**

DIVISION of STUDENT AFFAIRS and ENROLLMENT SERVICES

## **Admissions Department (H0210)**



## **Cash Handling Procedures for Application Fees Fiscal Year 2018**

**Revised 8/13/2018**

**Student Affairs Division  
Office of Admissions (ADM)  
Department ID H0210  
Cash Handling Procedures  
Fiscal Year 2018**

**I. PURPOSE AND OVERVIEW**

The Office of Admissions Department receives and deposits checks, and money orders for student application fees. Deposits are prepared daily in accordance with MAPP 05.01.01- Cash Handling. Based on University of Houston System Administrative Memoranda 03.F.04-Cash Handling, all cash transactions involving the Office of Admissions are subject to all applicable state laws and regulations and University policies and procedures. Admissions employees have a fiduciary responsibility to the University to handle cash properly and responsible for complying with the policies and procedures described below.

This document establishes policies and procedures for handling all cash activities at the University of Houston, including cash acceptance, the deposit of cash, and cash fund maintenance.

**II. DEFINITION OF CASH**

Personal, business, bank, and cashier's checks; money orders; and electronic transfers are received in the Office of Admissions and they are all in U.S. currency.

**III. POLICY STATEMENT**

A fee is charged for the following goods and services provided by the Office of Admissions: Undergraduate application fees and International admissions fees.

In addition, money may be received for reimbursements and other miscellaneous purposes.

Admissions employees handling cash are subject to all provisions outlined herein based on MAPP 05.01.01 – Cash Handling. University positions with cash handling or fund custodial responsibilities are designated as security sensitive.

Cash is not to be accepted or disbursed by University employees unless that employee has been authorized by the Division Department Business Administrator to handle cash for a specified purpose. All employees authorized to handle cash must be certified annually. This certification is done by completing the online training for Cash Handling. Admissions employees can register for this course at the following website, <http://www.uh.edu/adminservices/training/financeonline.htm>.

When an authorized Admissions employee receives cash, it is to be deposited promptly into the appropriate authorized University cost center. Retention of cash received from outside sources for use as petty cash or for making change is prohibited. Use of University cash funds or cash receipts for cashing checks is prohibited.

Admissions procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of the Division are responsible for complying with the policies and procedures described herein. Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee.

All Admissions employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash in accordance with SAM 01.C.04, Reporting/Investigating Fraudulent Acts. Employees who are aware of criminal activity and fail to report such may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation, and they may be requested to keep their knowledge of the investigation confidential.

#### **IV. RECEIVING CASH-GENERAL**

Undergraduate domestic application fees are \$75.00 per student. International undergraduate application fees are \$90.00 per student. The application fees charge may be paid online, by check or money order by mail, or in person at the Welcome Center. Cash responsibility is defined by either the Enrollment Management Business Office Staff (EMBOS) staff or the Admissions Processing Staff (APS). See below the steps:

1. Upon receipt of payment for application fees, the authorized APS is responsible for processing the request by verifying the student name and identification number in PeopleSoft and writes the student ID number on the check, as well as the student name, if different from that on the check.
2. The APS enters each cash receipt on a log. The log indicates the date received, student name on UH records, student ID, application term, the amount paid and payment method (check or money order).
3. The EMBOS prepares an Excel worksheet listing student (last name, first name, PS ID#, check/money order#, semester applying, check receipt date, payment amount, check/money order information) and then add the total amount of domestic and international application fees.
4. All monies received are secured in a locked security box by EMBOS while preparing for deposit. An online deposit is processed and Financial Coordinator creates a journal to match deposit.

#### **Definition of Acceptable forms of Cash**

A. Procedures for accepting cash are the following:

1. Checks or money orders received by mail will be reviewed for errors. Acceptable checks/money orders will be processed following procedures of this document. Unacceptable checks/money order will be returned by APS to the address on the check/money order.

2. Students arriving at the Welcome Center to submit checks or money orders will be directed to the Cashier's Office.
- B. Each time cash is received, an acceptable form of receipt must be used. An acceptable receipt may be:
1. Uniquely and consecutively pre-numbered receipts, with a duplicate copy maintained as a cash receipts log
  2. Dated cash log
- C. Acceptable forms of Payment are:
1. Currency – Departments are encouraged to accept payments only in US funds
  2. Checks and Money Orders
    - a) Must be made payable to the "University of Houston"
    - b) Must be restrictively endorsed "For Deposit Only" immediately upon receipt
    - c) Must include cost center for deposit as part of the restrictive endorsement
  3. Foreign Drafts – Not Applicable
  4. Debit/Credit Cards
    - a) Debit/Credit card transactions are handled through ApplyTexas.org at [www.applytexas.org](http://www.applytexas.org) and in the same manner as cash transactions.
    - b) Employees responsible for the processing of debit/credit card transactions must complete annual online training for Credit Card Accounting.
    - c) Employees can register for this course at the following website, <http://www.uh.edu/adminservices/training/financeonline.htm>.
- D. Safeguarding Cash – Checks, money orders, and currency, must be physically safeguarded and securely stored until delivered to Student Financial Services (SFS) or Treasurer's Office. Locked filing cabinets, locked drawers, or vault are acceptable storage mechanisms.

**V. DEPOSITING CASH-DETAIL**

Deposit must be submitted daily when the total of funds reaches \$100.00 or more by the end of the day or at the latest, a deposit will be prepared and made the following morning.

- A. Log into CashPro Online, navigate to the Remote Deposit Screen (Receipts > Remote Deposit) and select "Create New Deposit"; place checks in the scanner entry tray.
- B. Once the deposit is transmitted and balanced, the Complete button will turn green on the Cashpro screen, click "complete", click ok
- C. Request Report "Summary of Deposit by Account Report"

- D. Enter the date range, account group and select “Create Report”
- E. Retain the Summary of Deposit by Account Report”

1. The EMBOS create a PS Financial Journal in PeopleSoft

- a. Log in
- b. General Ledger
- c. Journals
- d. Journal Entry
- e. Create journal Entries
- f. Add
- g. Next to Long Description type the following, “  
Deposit undergrad fees” and the date of the deposit
- h. Next to Reference Number box, enter the deposit number from the Summary of  
Deposit page
- i. Click on the Lines tab at the top to type in account information.

Separate lines are created for each speed type and for each fiscal year:

- j. Type in the first speed type
- k. Account number will be 18786 for the current year
- l. Tab over to amount; type in the total amount under that speed type as a negative  
number (ex: -3000)
- m. Tab to journal line description type: (ex.: 1 check at \$75 – Adm Fee)
- n. Click on the “+” sign to add an additional line. If you have additional speed types  
then repeat steps j.- m. for all of them. Create separate lines for each deposit.
- o. Once you have added a line for each speed type, add one more line for the bank line
- p. For the bank line, the speed type is always 10000, the account number will always  
be 10510, the amount should populate on its own and should be the total of the deposit  
as a positive number (ex: 3000)
- q. The bank line description should indicate the last four digits of the bank acct, the  
deposit date, and dept code (ex: 6946 – 7/1/13 – H0210)
- r. Click on the calculator symbol to recalculate everything then make sure total debits  
and total credits match. If not, you must go back and check your calculations for each  
speed type.
- s. Click on the save button, note the PS financial journal number then click Ok. Copy  
and record this number on the JE spreadsheet, and on the deposit Ticket.
- t. At the top where it states process: make sure ‘Edit Journal’ is selected, then click the  
process button
- u. Once it is processed, click on the documents tab
- v. Click on print journal entry detail
- w. Print and sign where certifying signatures are indicated. Obtain 2<sup>nd</sup> signature.

5. Upload PS journal, Summary of Deposits by Account Report, Cash Deposit Summary  
Form, and Application Fee Processing Deposit Log into the PS system.

A PeopleSoft Journal Entry covering the total of the payments is prepared using cost centers as follows.

A. Financial Coordinator completes journal entries as follows:

Domestic application fee payments are entered on the journal to the following cost center:

Bus Unit	Speed type	Acct	Fund	Dept. ID	Program
00730	18786	40716	2080	H0210	E0263

The next line indicates the total amount to the bank.

NOTE: Credit amount must match the total debit amount.

## **VI. RETAINING DEPOSIT DOCUMENTS**

- A. EMBOS retain copies of reconciled cash register activity logs, checks, the deposit bag confirmation strip, credit card documentation, and individual invoices or receipts with departmental records for six months for audit purposes.
- B. EMBOS reconcile departmental cost center transactions monthly. All discrepancies must be cleared when identified and department financial records corrected in accordance with UH System Administration policy 03.F.04 – Cash Handling.

## **VII. OVERAGES AND SHORTAGES**

### **Not Applicable for Admissions**

- A. Overages and Shortages of less than \$20 on cash receipts are recorded to the departmental cost center on the deposit journal using account 50015.
- B. Departments must maintain a log of all overages/shortages which is recorded on Addendum D, Overage/Shortage Report Form (<http://www.uh.edu/finance/pages/References.htm>).
- C. Individual overages/shortages of \$20 or more, or annual cumulative overages/shortages of \$40 or more, must be immediately reported to General Accounting and the Treasurer's Office. Departments with large cash handling operations may be permitted larger overage/shortage allowances with permission from the Treasurer. The Treasurer will provide the names of these units/departments to Internal Auditing.

## **VIII. OTHER CASH PROCEDURES**

- A. Found monies are immediately turned over to the UH DPS.

- B. Unidentified deposits (those where the purpose and recipient of the payment cannot be identified, including gifts) are referred to the Treasurer's Office for research and deposit to the University's depository institution and recording in the unidentified receipts cost center. The Treasurer's Office and the submitting department will research the source of funds to determine the appropriate cost center for the ultimate receipt of funds.

## **IX. GIFTS**

### **Not Applicable for Admissions**

- A. Endowed gifts (check, cash, negotiable stocks or bonds) received by a department should be forwarded to the Treasurer's Office with a Gift Transmittal Form (GTF) and other documentation within one working day of receipts. The GTF must include a certifying signature which indicates the approval of the funds deposited into a cost center that has been established with any applicable funding source restrictions. The Treasurer's Office will deposit the gift and forward the GTF and documentation to Donor and Alumni Records.
- B. Non-Endowed gifts are sent to Donor & Alumni Records with a Gift Transmittal Form (GTF) and other documentation, including one check copy, within one working day of receipt. The GTF must include a certifying signature indicating that the funds are being deposited into a cost center in accordance with any applicable funding source restrictions.
- C. Gift Transmittal Forms are found at <http://www.uh.edu/finance/pages/forms.htm>.

## **X. PETTY CASH AND CHANGE FUNDS**

### **Not Applicable for Admissions**

Petty Cash funds are for reimbursement of purchases of less than \$100 where circumstances preclude following regular payment and reimbursement processes. Expenses have the same restrictions as the budget cost center, and additional restrictions on use apply. The maximum allowable amount for a petty cash fund will be \$500. In extraordinary circumstances, exceptions may be considered and approved by the Treasurer.

Change funds are established for the purpose of conducting sales or service transactions, and are usually set up to support services such as copy machines or service transactions. Under certain circumstances, a change fund for a short-term operation may be required, and may be approved by the Treasurer's Office if: 1) the request involves an amount of \$1,000 or less in denominations that can be accommodated by the vault for a period of less than three working days; and 2) regular fund request procedures are followed. Temporary change funds must be returned to the Treasury with a General Ledger journal within three working days.

Departments authorized and approved for Petty Cash and Change Funds are subject to unannounced review by the University's Accounting Department in accordance with the University of Houston System policy SAM 03.F.04, Cash Handling. Unannounced reviews are conducted throughout the fiscal year. The objective of such a review is to determine whether the cash fund custodian has safeguarded and maintained accountability over the fund in accordance with system and campus cash handling policies. The department must complete the Addendum A

“Request for Establishment or Modification of Cash Fund Acknowledgement of Receipt of Funds and or Cash Policies and Procedures” form annually located at the following website: <http://www.uh.edu/finance/pages/References.htm>. Any changes to a cash fund’s physical location, custodian, amount or security must be reported immediately to Treasury, General Accounting and the University Police Department.

## **XI. REQUEST TO ESTABLISH OR MODIFY A PETTY CASH OR CHANGE FUND**

### **Not Applicable for Admissions**

- A. Requests for Petty Cash or Change Funds are submitted to the Treasurer’s Office must include:
1. Completed “Request for Establishment or Modification of Cash Fund/Acknowledgement of Receipt of Funds and/or Cash Policies and Procedures” form (Addendum A of MAPP 05.01.01, linked at a. <http://www.uh.edu/finance/pages/References.htm>).
  2. A justification memo, including the following information:
  3. Detailed explanation of the need for a cash fund.
  4. Justification for the infeasibility of alternative methods of procurement.
  5. Estimated activity level.
  6. Name of proposed fund custodian.
  7. Description of safeguarding methods.
- B. The form and justification memo must be approved by the College/Division Business Administrator, who is ultimately accountable for proper use, safeguarding, and documentation of the fund.
- C. Proof that the new fund custodian has completed online Petty Cash and Change Fund training prior to the submission of the request.
- D. The Treasurer’s Office will review the request and approve or deny based on the individual facts and circumstances. A copy of the Request for Establishment form will be returned to the requesting individual indicating approval or denial, and will also be forwarded to General Accounting or Student Financial Services (temporary change funds).
1. If the Request is approved, the department will submit a journal via workflow to General Accounting for approval with the following information:
    - a. Journal date equal to the current date.
    - b. Journal description; indicate the purpose of the journal (I.E., “Short-term change fund for Department X seminar with John Doe as fund custodian). Request that General Accounting notify Cashier when journal is approved.
      1. Amount equal to approved petty cash or change fund amount.



2. Charge account 10102 (petty cash) or 10103 (change fund) and departments local fund cost center.
  3. Credit account 10106 Student Financial Service local cost center 730 3057 H0167 I0391.
- c. Scan and upload Addendum A approved by Treasury and justification memo as backup documentation.
  - d. Fund custodian signs the journal. Someone other than the fund custodian must approve the journal in workflow as the Department Approver.
  - e. Department Approver submits journal into workflow, path 2, to General Accounting for approval.
  - f. General Accounting reviews the journal for approval, accuracy and appropriate documentation. If the journal requires correction or additional documentation, it is returned to the originating department.
  - g. General Accounting notifies the Cashier of approval.
  - h. After approval by General Accounting the department sends a copy of the approved journal to Treasury and the Cashier.
  - i. Departmental custodian contacts Cashier, who prepares cash denominations as specified by the custodian. Cashier requires 24 hours advance notice for funds \$2000 and greater.
  - j. Cashier contacts UH Police to deliver the fund. Cashier notifies the custodian to expect delivery of the fund by UH Police.
  - k. Custodian must provide appropriate identification at time of delivery.

## **XII. REPLENISHMENT OF PETTY CASH FUND**

### **Not Applicable for Admissions**

- A. Change Funds are not replenished.
- B. Petty Cash Funds with permitted transactions are replenished via journal.
- C. An employee who has expended personal funds where circumstances preclude following normal procurement processes should seek reimbursement through Accounts Payable on a voucher. If an approved departmental Petty Cash Fund exists, the employee may be reimbursed by the custodian from the departmental cash fund.
- D. Transactions must meet all of the following requirements to be reimbursed via Petty Cash Funds:
  1. Purchase is under \$100, including sales tax.
  2. Purchase occurred within 30 days prior to the date of reimbursement.
  3. Purchase was made with cash or a personal check.
  4. Purchase is not a prohibited transaction. Prohibited transactions include:
    - a. Travel expenses (exception: university police officers required to transport prisoners on short notice).

- b. Reimbursements for meals, alcoholic beverages, or tickets to social, cultural, or athletic events.
  - c. Payments for honorariums or personal services, including consulting and professional services.
  - d. Sales tax reimbursement from sponsored project funds (sales tax may be reimbursed via Petty Cash when other funds are used).
  - e. Transactions split between two or more receipts to stay under the \$100 limit.
  - f. Single receipts split between Petty Cash and a voucher for reimbursement.
5. Purchases are supported by a proper receipt. Receipts must provide, at minimum, the following:
- a. Company name and address
  - b. Date of purchase
  - c. Itemized listing or description of the item(s) purchased
  - d. Price of items purchased
6. Acceptable receipts for Petty Cash Fund reimbursement are:
- a. Original, numbered receipts with imprinted company name
  - b. Generic forms or computer-generated receipts
  - c. C.O.D charge lists if they are stamped or written "Paid" and signed by the individual delivering the item(s)
  - d. Register tape from cash registers that have the company's name and date of purchase printed and additional required information is provided by the employees seeing reimbursement
  - e. In cases where an original receipt may not be available, a copy certified by the individual submitting the request as a valid receipt that has not been previously reimbursed may be submitted for reimbursement via purchase voucher through Accounts Payable.
- E. The department will submit a journal via workflow to General Accounting for approval with the following information:
- 1. Journal date equal to the current date.
  - 2. Journal description; indicate the purpose of the journal (I.E., "Replenish Petty Cash Fund, Payroll Department"). Request that General Accounting notify Cashier when journal is approved.
  - 3. Amount equal to approved petty cash or change fund amount.
  - 4. Charge appropriate expense accounts in department's local fund cost center.
  - 5. Credit account 10106 Student Financial Service local cost center 730 3057 H0167 I0391.
  - 6. Scan and upload original receipts as backup documentation.
  - 7. Fund custodian signs the journal. Someone other than the fund custodian must approve the journal in workflow as the Department Approver.

8. Department Approver submits journal into workflow, path 2, to General Accounting for approval.
9. General Accounting reviews the journal for approval, accuracy and appropriate documentation. If the journal requires correction or additional documentation, it is returned to the originating department.
  - a. General Accounting will request review by Accounts Payable to confirm allowable expenses.
10. General Accounting notifies the Cashier of approval.
11. After approval by General Accounting the department sends a copy of the approved journal to Treasury and the Cashier.
12. Departmental custodian contacts Cashier and the Cashier prepare cash denominations as specified by the custodian. Cashier requires 24 hours advance notice for funds \$2000 and greater.
13. Cashier contacts UH Police to deliver the fund. Cashier notifies the custodian to expect delivery of the fund by UH Police.
14. Custodian must provide appropriate identification at time of delivery.

### **XIII. ANNUAL REVIEW AND REAUTHORIZATION OF PETTY CASH AND CHANGE FUNDS**

#### **Not Applicable for Admissions**

- A. No later than July of each year, General Accounting will send a renewal reminder to all departmental cash fund custodians of record.
- B. The fund custodian will submit the following to the Treasurer's Office by the due date specified in the renewal reminder:
  1. Addendum A, requesting reauthorization, modification, or close of the fund for the new fiscal year.
  2. Copies of the monthly overage/shortage report (or indication that there were no overages/shortages).
  3. A copy of the most recent review/audit report (or indication that none occurred).
- C. Reauthorization will be subject to the review of these documents, evaluation of prior management of the cash fund, and evaluation of the department's continued need to use the fund.
- D. If fund renewal is approved, the fund custodian will be required to complete required online training.

### **XIV. CLOSING A DEPARTMENTAL PETTY CASH OR CHANGE FUND**

#### **Not Applicable for Admissions**

- A. When a department determines that its cash fund is no longer required, the department should:

1. Submit a replenishment voucher to bring petty cash funds up to their authorized level.
2. Complete Addendum A of MAPP 05.01.01.
3. Prepare a journal entry to record the deposit and route the deposit to Student Financial Services.
4. Send a copy of the journal entry to deposit the petty cash or change fund and a copy of the completed Addendum A of MAPP 05.01.01 to the Treasurer's Office. The Treasurer's Office will notify General Accounting that the fund has been closed.

University of Houston  
Cash Deposit Summary Form

**ATTACHMENT E**

DeptID: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Bag #: \_\_\_\_\_ Journal ID: \_\_\_\_\_

**CASH**

<i>Currency:</i>	Extended Total		
_____ x \$100 Bills	0.00		
_____ x \$50 Bills	0.00		
_____ x \$20 Bills	0.00		
_____ x \$10 Bills	0.00		
_____ x \$5 Bills	0.00		
_____ x \$2 Bills	0.00		
_____ x \$1 Bills	0.00	Currency Total	<u>\$0.00</u>

<i>Rolled Coins:</i>			
_____ Quarters (\$10)	0.00		
_____ Dimes (\$5)	0.00		
_____ Nickels (\$2)	0.00		
_____ Pennies (\$0.50)	0.00	Rolled Coins Total	<u>\$0.00</u>

<i>Loose Coins:</i>			
_____ Dollars (\$1)	0.00		
_____ Halves (\$0.50)	0.00		
_____ Quarters (\$0.25)	0.00		
_____ Dimes (\$0.10)	0.00		
_____ Nickels (\$0.05)	0.00		
_____ Pennies (\$0.01)	0.00	Loose Coins Total	<u>\$0.00</u>

<b>Total Cash</b>	<u>\$0.00</u>
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**ATTACHMENT F**

**UNIVERSITY of HOUSTON**

**MONEY TRANSMITTAL**



BAG NUMBER **No 228552**

DATE \_\_\_\_\_

OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME
From		\$			
To		\$			
From		\$			
To		\$			

# ATTACHMENT G-1

## University of Houston Cash Deposit Summary Form

DeptID: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Bag #: \_\_\_\_\_ Journal ID: \_\_\_\_\_

**CHECKS**

#	Check #	Check Date	Date Check Received	Name	Description	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Total Checks \_\_\_\_\_

Total Deposit Amount \_\_\_\_\_

I certify that I independently verified that the amount of the currency and checks placed in the deposit bag matches the amount above.

\_\_\_\_\_  
Name of 1st Authorized Person                      Signature                      Date

\_\_\_\_\_  
Name of 2nd Authorized Person                      Signature                      Date

Revised 03/2014

# ATTACHMENT G-2

© 2004 Bank of America DEPOSIT TICKET DT

DATE \_\_\_\_\_

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST BACK SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	<b>TOTAL</b>	

USE OTHER SIDE FOR ADDITIONAL LISTING.  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE US BANKING COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

⑆540740105⑆ 488014646946⑆

UNIVERSITY OF HOUSTON  
ADMISSIONS-092  
P. O. BOX 988  
HOUSTON, TX 77001-0988



\$

32-2/1110 TX  
2552

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE FEDERAL RESERVE CHECKS AND CHECKS ACT. THE CHECKS AND CHECKS ACT CODE ON ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITORS MAY NOT BE HELD LIABLE FOR FRAUDULENT SIGNATURES.





IF "VOID" PATTERN APPEARS IN SEAL AREA  
PLEASE NOTIFY SENDER IMMEDIATELY



**CASH**Courier™

QQ 017882 

From: \_\_\_\_\_ Date: \_\_\_\_\_

Account #: \_\_\_\_\_

Branch/Store #: \_\_\_\_\_ Said to contain: \_\_\_\_\_

To: \_\_\_\_\_ Cash: \_\_\_\_\_

— ATTACHMENT H ecks: \_\_\_\_\_

Other: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

DO NOT CUT HERE TO OPEN

DO NOT CUT HERE

How to use **CASH**Courier.

<p>1. Complete all information using a ballpoint pen. Tear off receipt at bottom of bag and retain for your records.</p> <p>Amount \$ _____ Date _____</p>	<p>2. Insert deposit into bag.</p> 	<p>3. Remove release liner to expose adhesive area.</p> 	<p>4. Press base flap onto white stripe to seal.</p> 
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Please re-order from

 **Northern**  
NORTHERN SPECIALTY SUPPLIES INC.