

Procedure for "Bank Bag Couriers". November 1, 2013

All courier bags are now numbered for ease of identification and tracking

Bank bags can only be signed for by a representative(s) of the state house station whose name appears on a list that was compiled by State Postal Operations as supplied by the participating state agencies.

In the event no one from this list is available to sign for the bank bags, the bags will be returned to the bank that same day.

All courier drivers are bonded through Risk Management

All courier drivers are not permitted to make any other stops other than the scheduled delivery and pickups that are scheduled for that day.

All courier drivers have been supplied with a cell phone and can be reached by calling State Postal Operations if needed.

All courier manifests, which contain signatures and bank bag numbers, will be kept on file for a period of three (3) years.

Process for the pick-up and delivery of the "courier bank bags".

1. Bags are picked up at the bank. Bank bag numbers are noted on courier delivery manifest. Bags are signed for by the courier driver. They are then verified and signed by the bank employee. All bank bags will be locked and will be checked by the courier driver prior to leaving.
2. Bags from the bank are delivered to the proper state house station. Agency representatives verify the correct bag number(s) and sign the manifest. They are then verified and signed by the courier driver.
3. Bags being sent to the bank are signed for by the courier driver. The correct bag numbers(s) are noted on the manifest, they are then verified and signed by the agency representative.
4. Bags are taken to the bank. The correct bag number(s) are verified and then signed for by the bank employee. They are then verified and signed by the courier driver.

Below is some general information from our insurer, Risk management.

The insurance covers currency, meaning cash and coins. It does not cover checks or other valuable papers.

The insurance coverage is limited to \$50,000 per occurrence. For the safety of our couriers, no one should use our couriers to deliver more than \$50,000 at a time.

Current fees for courier service 2015

Each day scheduled \$17.50 if you call and don't need a pickup on a particular day there is no charge for that day when calling for a pickup that is not scheduled the fee is \$25.00 there is no charge for drop off the next day.

