

# CITY OF GREATER DANDENONG



## SERVICE COUNTER COLLECTION AND DEPOSIT REPORT SPRINGVALE CUSTOMER SERVICE CENTRE

| DAY | DATE | SECURITY WALLET NUMBER |            | SECURITY SEAL<br>NUMBER | TIME OF<br>COLLECTION | COUNCIL DELEGATE<br>SIGNATURE | BANK OFFICER<br>SIGNATURE |
|-----|------|------------------------|------------|-------------------------|-----------------------|-------------------------------|---------------------------|
|     |      | Seal No. 1             | Seal No. 2 |                         |                       |                               |                           |
|     |      |                        |            |                         |                       |                               |                           |

COLLECTION OFFICER NAME AND SIGNATURE: \_\_\_\_\_

| CHANGE                     |          |
|----------------------------|----------|
| Change enclosed?           | YES / NO |
| Signature                  | _____    |
| Change return verification |          |
| Signature                  | _____    |

### BANKING DISCREPANCY FORM

*NOTE: To be completed in full by Banking Officer*

| DAY | DATE | SECURITY WALLET NUMBER |            | SECURITY SEAL<br>NUMBER | BANKING OFFICER<br>NAME | AMOUNT OF<br>DISCREPANCY \$ | BANK OFFICER<br>SIGNATURE |
|-----|------|------------------------|------------|-------------------------|-------------------------|-----------------------------|---------------------------|
|     |      | Seal No. 1             | Seal No. 2 |                         |                         |                             |                           |
|     |      |                        |            |                         |                         |                             |                           |

Bank Comments (re: discrepancy):