

GIRL SCOUTS OF EASTERN OKLAHOMA  
**DEPOSITORIES FOR 2012 COOKIE SALES**

Any branch of these depositories may be used; those listed are preferred in that location:

<u>NAME OF DEPOSITORY, LOCATIONS</u>	<u>ACCOUNT NUMBER</u>
American Exchange Bank .....Henryetta.....	112658
American Heritage Bank..... Beggs, Berryhill, Cleveland, Kellyville, Mannford, Mounds, Sapulpa, Sand Springs, Yale	483 968 4
AmeriState Bank .....Antlers .....	3119335
Arvest Bank & Trust..... Ada, Bartlesville, Bixby, Broken Arrow, Dewey, Eufaula, Jenks, McAlester, Muskogee, Nowata, Okmulgee, Owasso, Pryor, Sand Springs, Sapulpa, Tahlequah, Tulsa, Vinita, Wagoner, & Walmart Super Centers where available	900108916
BancFirst..... Blackwell, Claremore, Coweta, Glenpool, Hugo, Inola, Jenks, Okemah, Seminole, Stillwater, Tahlequah, Verdigris	0489042970
Bank of the West .....Cushing, Ponca City.....	416-055812
Exchange Bank.....Skiatook, Sperry.....	193615
FirstBank.....Atoka, Coalgate.....	2018 683
1st Bank & Trust .....Broken Bow, Idabel .....	709-4355 <b>(SAVINGS Account)</b>
1st Bank Oklahoma.....Claremore, Inola, Verdigris .....	now BancFirst
First United Bank and Trust..... Durant, Holdenville, Hugo, Seminole, Wewoka	2575531
International Bank of Commerce (IBC).....Claremore, ..... Owasso, Prattville	00 116304 4 <b>(SAVINGS Account)</b>
Peoples National Bank.....Checotah.....	43 45 886
RCB Bank .....Blackwell, Ponca City, Shidler .....	8049002
Shamrock Bank N.A.....Caddo, Clayton, Coalgate, Durant.....	4016 955
Stillwater National Bank .....Stillwater, Tulsa.....	986737
Wilburton State Bank .....Wilburton.....	036909

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***Please see instructions on reverse side.***

## DEPOSITING INSTRUCTIONS

Be sure to use CHECKING deposit slips for all depositories except 1st Bank & Trust in Broken Bow and IBC. (Use SAVINGS deposit slips at 1st Bank & Trust and IBC only.)

On deposit slips include: **Girl Scouts of Eastern OK Product Sale account #** \_\_\_\_\_  
**Troop number, Service Unit name, and your name.**

Endorse each check: **GSEOK Account #** \_\_\_\_\_  
**Troop #** \_\_\_\_\_

**Important!!** Always include a calculator tape (run two to verify total), list, or spreadsheet with your checks, and keep a copy for yourself. Check, and double-check, your totals. This will help reduce errors in deposits.

**Deposit weekly - or every time you receive money. Deposits will be required at specified times throughout the sale, and must be made before receiving additional cookies.** Check with the depository for specific deposit requirements or restrictions; get a supply of deposit slips. (Tip - Consider making a troop stamp to endorse your checks. Leave account number blank for multiple uses.)

The **original, bank-stamped deposit receipts (not photocopies)** must be turned in to your Service Unit Coordinator with your final paperwork. Make sure your troop number is on this receipt and staple it to the back of your troop report. All deposits to the Council account must be entered in eBudde to print out on your final report.

After paying the amount due Council, the remaining funds - the troop proceeds - should be given to the Troop Leader or deposited in the troop's account. Two adults should always be aware of the amount of money collected and deposited each week. **Always issue a receipt** when collecting money.

## CHECK HANDLING

All checks should be payable to Girl Scouts of Eastern Oklahoma, and should include a preprinted name, address and phone number. Be sure to endorse each check with your troop number.

Deposit all customer checks into the Council's product sales accounts for protection of the troop's account. If the troop overpays the Council, the troop will be reimbursed after the sale is over. A store credit will be issued for refunds of \$15 or less.