

User Guide

PAL CIT System – Internal Transfer of a sealed security bag

Intended Use

Passing of cash and/or accountable items between staff / departments within an organisation

Preparation

Have a security bag, security seal, and PAL CIT System internal transfer docket pad ready

SEND Activity

- 1a.** If a cash transfer - confirm your cash count, complete any organisation paperwork required to include inside the bag with that cash – this paperwork must include a listing of the cash denominations and the cash total, and may also include related reports required by organisation management
- 1b.** If an accountable items transfer - confirm your items count, complete any organisation paperwork required to include inside the bag with those items – this must include a detailed listing of the items concerned, and may also include related reports required by organisation management
- 2.** Fill out a PAL CIT System internal transfer docket. The docket is a duplicate set, original is white, duplicate is yellow. Make sure you have a backing board behind the docket set so the next blank set is not overwritten. Write the organisation and/or department name at the top of the docket, and the bag and seal number you will be using. Complete the sender details in section 1 of the docket, including date & time the bag was sealed, and your signature.
- 3.** Then place the cash / accountable items inside the bag together with any other documentation required – zip up the bag making sure the zip head is positioned under the properly seated seal chamber and attach the security seal, ensuring that the seal is firmly clipped into the chamber. You are now ready to transfer the sealed security bag to the receiver.

RECEIVE Activity

The receiver needs to inspect the bag before signing the related docket set as received. Check that the bag has no cuts, that the zipper is secure, and that the bag and seal (unbroken) numbers match the docket provided by the sender. If this check is satisfactory then the receiver completes the receiver details in section 2 of the docket, including date & time the bag was received, and signs to confirm receipt. The sender keeps the signed original (white copy) of the docket as proof of delivery and confirmed receipt, the receiver keeps the duplicate (yellow copy) as an activity reference record.

NOTE: The completed send and receive activities confirm the untampered transfer of a sealed security bag, these activities in themselves do not verify the actual contents of that bag