

Respond New Mexico

Manifest Book Procedures

Attached is a copy of a Respond NM manifest. These usually come in a book form with 50 pages to a book. Each page has a unique invoice number. The courier (s) will provide you with new manifest books as needed. Simply let them know prior to running out.

Below are instructions corresponding to the lettered portions on the manifest.

- A) This is where you put the name of the business i.e. "Consolidated Schools"
- B) Here you put any identifiers i.e. "Newcomb High School" or "Kirtland Elementary"
- C) You put the date that the manifest is made out
- D) Time the manifest is made out
- E) Under items you put however many there are. In most cases there will be **one** because it will have a unique seal number in the next column. However if you are shipping coin you might put 3 and then in the next column bags or boxes and then under description you might put quarters. But that is for coin. For most currency deliveries we need one bag per line with a unique seal number in the next column.

The seal number can be narrowed down to the last four digits of the seal number on the bag.

Under description you can put whatever description you would like. Some put "deposit", or some break it up and put "cash" and another line "checks", or in the example of coin above you can break up coin denominations "quarters", "dimes", "nickels", "pennies".

The verified column is optional. We do not use this column but it is there in case our customers have one person prepare the deposit and one verify it they can sign off in this column.

The last column is where you put the value or contents of the container/bag.

- F) This is where one person from your place of business signs over the deposit releasing custody to the courier.

If this is all complete and accurate prior to the courier's arrival it will greatly reduce the time that customers employees are unavailable for other work place responsibilities.

The starred portions of the manifest are what the courier fills out. He/she will check whether they are picking up or dropping off. They will mark the date, time and total quantities of what they are picking up. (They will also check to ensure that the bags are sealed properly and match what is written on the manifest.) Then they will sign the manifest assuming custody of the shipment. At this time the courier will tear out the white and yellow copies and leave you with the pink copy in the book. They will then gather the items to be shipped and transport them to the vehicle.