

To: All Branch Managers

From: Operations Department / Regional Manager

Date: [Insert Date]

Subject: Updated Procedures for Cash Replenishment

Dear Branch Manager,

To ensure optimal liquidity levels and maintain security standards, please adhere to the following instructions regarding cash replenishment for your branch and associated ATMs.

1. Cash Ordering Schedule

All cash orders must be submitted via the [System Name] no later than [Time] on [Day of the Week]. Emergency orders require written approval from the Regional Manager.

2. Receiving Shipments

Upon arrival of the armored courier, two authorized staff members must be present to verify seal numbers against the manifest. Any discrepancies must be reported immediately to the Treasury Department.

3. ATM Replenishment

ATMs must be replenished when currency levels fall below [Percentage]%. Dual control must be maintained at all times during the opening, loading, and balancing of the machines.

4. Vault Limits

Branches must not exceed their assigned maximum vault limit of \$[Amount]. Excess cash must be prepared for outbound shipment during the next scheduled pickup.

5. Documentation

Ensure all cash logs, balance sheets, and transfer receipts are signed, dated, and scanned into the central filing system by the end of each business day.

Failure to follow these protocols may result in operational delays or disciplinary action. Please acknowledge receipt of this letter by replying to this email.

Regards,

[Name/Signature]

[Title]

[Department]