



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** August 20, 2025

**Originating Department:** Finance Department

**Agenda Title:** Deposit On-Site (DOS) Services – PNC Bank

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$764.95 **Funding Source:** Operating Supplies

**Account Number:** 001-513-150-52000 **Finance Signature:** Barbara A. Gould

**Advertised:**

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** PNC Check Scanner Ordering Process

Letter to be signed by Mayor for PNC Bank

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

\_\_\_\_\_ Not applicable in this case

### Summary Explanation/Background:

The Finance Department has identified a need to utilize electronic services [Deposit On-Site (DOS)] through PNC Bank to improve the efficiency and productivity of Town staff when making deposits and to reduce Town costs.

At this time, the Town utilizes an armored car service to transport check deposits to our bank multiple times per week. Since September 2023, the Town has expended more than \$19,560 utilizing this service. Further, the monthly cost has risen from \$730 to \$926 (an increase of 27%). Thus, to save time and money as well as to promote efficiency/productivity, the Finance Department is recommending that the Commission authorize the use of an electronic deposit system offered by PNC Bank.

If approved, the Town would be provided with an efficient means to streamline deposit preparation and eliminate multiple trips to the bank. Additionally, the Town will be able to capture images of the consumer

and business checks and transmit the check images to the bank for processing; thus, reducing administrative time and expense (including lower banking fees).

Note: If approved, the Town would be required to purchase a multi-feed check scanner service supported by PNC Bank for all check deposits. The estimated one-time cost to purchase the requisite scanner is \$764.95.

To participate in the program, PNC Bank requires authorization by the Town Commission to add this service to our current bank account.

The proposed utilization of the PNC Bank Deposit On-Site (DOS) program was reviewed by the Finance Director and the Town Attorney.

**Recommended Motion:**

I move to approve the use of the Deposit On-Site (DOS) service provided by PNC Bank; and authorize the Mayor to execute a letter to PNC Bank authorizing the Town to utilize this electronic deposit service.