### Deposit Procedures

Deposit Documents and Supplies ................................................................. 2
U of C Deposit and RBC Deposit Slip .......................................................... 2
Brinks Bag for Deposit (for cash and cheques only) .................................... 3
Deposit and Deposit Backup Drop-off at Bookstore .................................. 3
Assistance ..................................................................................................... 4
1. Deposit Documents and Supplies

U of C deposit books, RBC deposit slips, and Brinks bags can be obtained at the UofC Bookstore. Depositors will sign a log confirming the sequence numbers for books and slips received.

2. U of C Deposit and RBC Deposit Slip

*NOTE:* Include only Canadian cash and cheques in your deposit. For the deposit of US and foreign cash and/or cheques, please contact Accounts Receivable at arhelp@ucalgary.ca for further instructions.

To prepare the Canadian dollar deposit:

a) Enter deposit details into PeopleSoft. Debit 10125

   If you do not have this PeopleSoft access, please fill out the chartfield section U of C on the deposit sheet.

b) Complete a U of C deposit sheet.

c) Cheques should be handled as follows:

   - Endorse cheques by stamping or writing “For Deposit Only to The University of Calgary” on the back of each cheque
   - Record deposit ID on back of cheque
   - Chartfields are not required on the back of cheques
   - Add cheques together on adding machine and bundle together with adding machine tape that shows the total of the cheques

d) Record RBC deposit slip number on the PeopleSoft payment ID screen

e) Complete the RBC deposit slip:

   - Multiple deposits can be combined onto one deposit slip
   - Each deposit slip consists of three parts—ensure that you write hard enough so that the
information is legible on each part

- Check that amounts and totals on the slip agree to the cash and/or cheques included in the deposit, PeopleSoft, and U of C deposit sheet

(This check is to be completed by the deposit preparer AND the preparer’s reports to manager. The names and signatures of both individuals must appear on the U of C deposit sheet in the designated areas.)

f) Place the two blue copies of the deposit slip in the Brinks tamper proof bag, as well as the cash, and/or cheques. Retain the third copy of the deposit slip for the department’s records. Scan the first sheet of the deposit slip, the deposit sheet, and copies of cheques, and backup into PeopleSoft. If depositor does not have this access, place backup in interoffice mail to the attention of AR.

3. Brinks Bag for Deposit (for cash and cheques only)

a) After the RBC deposit slip has been completed and deposit amount confirmed by the preparer and the reports to manager, the following fields on the Brinks tamper proof bag must be completed:

- From – enter “U of C / department’s name”
- To – enter “RBC”
- Cash – total dollar amount of cash per U of C deposit sheet and RBC deposit slip
- Cheques – total dollar amount of cheques per U of C deposit sheet and RBC deposit slip
- Other – no information required—leave blank
- Said To Contain – total dollar amount of deposit per U of C deposit sheet and RBC deposit slip
- Date – date of deposit to the Bookstore
- Prepared by – enter depositor’s name

b) Each Brinks bag includes a “tear away” slip with the bag number. Process the slip as follows:

- Complete all fields on the bag’s slip
- Staple tear away slip to deposit sheet of the deposit backup provided to Accounts Receivable
- Photocopy/scan a copy of the slip for the department’s records

c) Ensure the RBC deposit slip, cash and/or cheques are in the bag. Seal the bag.

d) Upload backup, including photocopies of cheques, into PeopleSoft. If depositor does not have this access, place backup in interoffice mail to the attention of AR.

4. Deposit and Deposit Backup Drop-off at Bookstore

a) If depositing cash or cheques, bring the Brinks deposit bag for drop-off at the Bookstore
Main Campus Departmental Deposits
Standard Operating Procedure

b) Depositors will enter details of the deposit onto the Brinks customer receipt book located at the
Bookstore (deposit date, amount, bag number, and individual making the deposit).

c) AR continue to follow up with depositors if there are any questions about the deposits. The
Bookstore will send the deposit backup to AR via interoffice mail if it was not uploaded into
PeopleSoft.

5. Assistance

For questions about these procedures or training requests, please contact arhelp@ucalgary.ca