

Departmental Deposit Procedures

***Note: this process is for depositing Canadian cash/cheques only.**

(To deposit USD and foreign cash/cheques please contact finance@ucalgary.ca for further instructions)

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1. Deposit Documents and Supplies

The following supplies can be obtained from the Campus Service Centre (CSC), located in the main lobby of International House:

- University of Calgary deposit books,
- RBC deposit slips,
- Brinks bags

At the time of pick-up, depositors will sign a log book confirming the sequence numbers assigned for books and slips received.

2. University of Calgary Deposit and RBC Deposit Slip

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 UCalgary deposit sheet.)
- b) Complete a UCalgary 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 UCalgary deposit sheet in the designated areas.)*

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- 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 UCalgary deposit sheet and RBC deposit slip
 - **Cheques** – total dollar amount of cheques per UCalgary deposit sheet and RBC deposit slip
 - **Other** – no information required—leave blank
 - **Said To Contain** – total dollar amount of deposit per UCalgary deposit sheet and RBC deposit slip
 - **Date** – date of deposit to the Campus Service Centre
 - **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 Accounts Receivable.

4. Drop-off at Campus Service Centre

- a) Bring the Brinks deposit bag containing the RBC deposit slip and the cash/cheques, for drop-off at the Campus Service Centre.
- b) Once at the Campus Service Centre, Depositors will log the details of their deposit into the Brinks customer receipt book (*deposit date, amount, bag number, and name of individual making the deposit*).

- c) Accounts Receivable will follow up with Depositors if there are any questions.
- d) The Campus Service Centre will send the deposit backup to Accounts Receivable via interoffice mail (if it was not uploaded into PeopleSoft).

5. Assistance

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