Returning Cash Float Procedure

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Returning Cash Float Procedure

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 logbook confirming the sequence numbers assigned for books and slips received.

2. Procedure

A. Complete the Cash Float Deposit Request form:
   - Scan a copy for backup
   (Link to form: https://www.ucalgary.ca/finance/files/finance/fo-ar-cash-float-return-form.pdf)

B. Complete University of Calgary Deposit Sheet:
   - Use account 10105 under the account distribution section
   - Scan a copy for backup

C. Complete RBC Deposit Slip:
   - Each deposit slip consists of three parts; ensure that you write hard enough so that the information is legible on each part
   - Fill out the cash section and confirm that amount and total on the slip agrees to the cash included in the deposit request form and U of C deposit sheet.
   - Scan a copy of the blue deposit slip for backup

D. Prepare Brinks Bag:
   - Place the two blue copies of the deposit slip in the Brinks tamper proof bag, as well as the cash. Retain the third copy of the deposit slip for the department’s records.
   - Complete the following fields on the Brinks Bag:
     - From – enter “U of C / department’s name”
     - To – enter “RBC”
     - Cash – total dollar amount of cash per UCalgary deposit sheet and RBC depositslip
     - Other – no information required—leave blank
     - Said To Contain – total deposit amount per UCalgary deposit sheet and RBCdeposit slip
     - Date – date of deposit to the Campus Service Centre
     - Prepared by – enter depositor’s name
   - 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
• Scan a copy of the slip for the department’s records

E. Drop-off at Campus Service Centre:
   • Bring the sealed Brinks deposit back to Campus Service Centre at the International House

F. Prepare Deposit in PeopleSoft or Send to Accounts Receivable
   • Users with access can record the deposit in PeopleSoft and upload the following backup:
     • Cash Float Deposit Request Form
     • University Deposit Sheet
     • RBC Blue Deposit Slip
     • Brinks Bag Slip
   • Users without access will need to send the backup noted above to finance@ucalgary.ca for processing by Accounts Receivable

3. Assistance

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