

Accounts Receivable

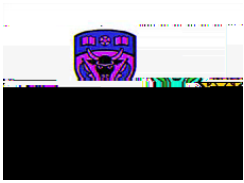
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Departmental Deposit Procedures

***Note: this process is for depositing Canadian cash/cheques only.**
(All USD cash/cheques must be forwarded to Accounts Receivable for processing via interoffice mail)

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Departmental Deposit Procedures

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:

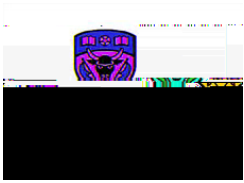
- University of Calgary deposit books,
- RBC deposit slips,
- Brinksbags

At the time of pickup, 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)



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- c) Accounts Receivable will follow up with Depositors if there are any questions.
- d) The Campus Service Centre will send the deposit slips 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