

# INSTRUCTIONS FOR DEPARTMENTAL DEPOSIT FORM

September 2011

The Departmental Deposit Form is to be used by all departments when making deposits, other than student fees, with cash, cheque, etc...

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| Name                                    | Input the name of the person completing the deposit form.   |
| Extension                               | Input the extension of the person completing the form.  |
| General Ledger (GL) Account Information | This is the description that will show in the General Ledger account. Include information there that will mean something to you when you check your account. The description must be 21 characters or less.<br>Suggestions: Name of payee and the reason they are paying.   |
| Return Receipt to                       | Departmental or office location where the receipt should be sent.   |
| Total Deposit                           | Excel automatically calculates totals.  |
| Account Allocation                      | Account Number that the deposit will go into listed as XXX-XXX-XXX.<br>List HST amounts and number if breakdown needs to be entered.<br>Basic description of what the deposit is for.   |
| Paying Information                      | Include the invoice number being paid. If it is not available other explanatory information must be included to help locate the RP#.<br>It is important to notify Finance when the deposit is in payment of a Brock invoice since this is the only way the invoice will be marked paid in our system.   |
| Deposit Details                         | Separate Canadian and US cash and cheques.<br>Indicate breakdown of money and cheques enclosed in your deposit.<br>US bills can be added as one total. All coins are included in Canadian as the bank does not give US exchange on coins.<br>The correct account number <b>must</b> be noted on the back of each cheque.<br>Deposits with 4 or more cheque require a basic cheque list. Please note the name on the cheque, the amount of the cheque and the total of all cheques.<br><b><u>DO NOT</u></b> send cash in the Brock internal mail. Please deliver to the Finance Office on the 12 <sup>th</sup> floor of the Tower. |