UNIVERSITY OF ALBERTA

Cheque Deposit Information Form

Purpose: This form is used by University of Alberta (U of A) departments and faculties that do not have a deposit book or depositing incoming Accounts Receivable payments. The completed form provides the descriptions and coding required by Shared Services - Cash Management Office to process deposits to the appropriate general ledger accounts.

Save

Print

Clear

Instructions: Download the PDF document and open it using Adobe Acrobat or Reader rather than a web browser. Enter information into all sections, ensuring the form is complete; incomplete or handwritten forms will be returned for correction. The document must be digitally signed using the formal sign-off fields provided. Once finished, save the digital file directly. Do not print or scan this form, as only the original version will be accepted.

Access the Service Portal and select the Submit a Finance form option from the Staff Services Catalog. Attach the completed form and any supporting documentation.

For further information, refer to the Guide to Financial Management Chapter 7: Revenue and Banking.

For assistance with this form, contact the Staff Service Centre.

Section A: Cheque Details

Issuer: ____________________

Amount: ____________________ Currency: ____________________

Cheque Number: ____________________

Section B: Accounts Receivable Payment (Commercial & Research)

Invoice Number: ____________________ Invoice Amount: ____________________

Section C: Details

○ Cash Sale / Cost Recovery ○ Grant ○ Other ____________________

Speed Code	Account	Fund	Dept ID	Program	Class	Project	Sponsor	Amount	GST Code
									Select
									Select
									Select

Approvals and Authorizations

Prepared By: ____________________ Faculty/Department Name: ____________________

Approved By: ____________________ Approved By Phone Number: ____________________

Approved By Title: ____________________

Approved By Signature: ____________________ Date: ____________________
(yyyy-mm-dd)

Finance Partner Name: ____________________

Finance Partner Signature: ____________________ Date: ____________________
(yyyy-mm-dd)

UNIVERSITY OF ALBERTA

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Who should complete this form?

The Cheque Deposit Information Form must be completed by an authorized representative within the unit that collected the cheques (e.g., department cashier or administrative staff responsible for revenue handling). This representative is responsible for submitting all cash and cheques to Shared Services - Cash Management Office for processing.

When to use this form?

The Cheque Deposit Information Form is primarily used by units that do not have a Cashier Deposit Book; or if the unit has a cashier deposit book but the cheque is not a cash sale (fee for service) and is not an external expense recovery. This form is also used to deposit all incoming Accounts Receivable cheques.

All donations must be forwarded to the Office of the Recording Secretary.