



Purpose: This form is used by University of Alberta (U of A) departments and faculties to request official deposit books. These books facilitate standardized financial record-keeping for cheques, credit card transactions, and cash deposits managed through the Cash Management Office, Shared Services. Deposit books ensure that all funds collected during university business are processed in accordance with UAPPOL policies and procedures.

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 University Service Portal](#) and select the [Submit a Finance form](#) from the Staff Services Catalog. Attach the completed form.

For assistance with this form, contact the [Staff Service Centre](#).

Section A: Request Information

Requestor Name: Date: (yyyy-mm-dd)

Faculty/Department: Department ID:

Address:

Email address: Phone:
(provide @ualberta.ca email)

Number of Deposit Books Requested:

Approvals and Authorization

Only departments/faculties that have been approved by the College/Faculty General Managers and Associate Vice Presidents/Strategic Initiative Officers can request deposit books.

Name

Title Department

Signature Date (yyyy-mm-dd)

For Internal Use Only

Date Received: Actioned By:
(yyyy-mm-dd)