



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/for-cashfloat-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 deposit slip
 - **Other** – no information required—leave blank
 - **Said To Contain** – total deposit amount per UCalgary deposit sheet and RBC deposit 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:



Accounts Receivable

2500 University Drive NW
Calgary, AB, Canada T2N 1N4
finance@ucalgary.ca

- 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
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