



When preparing a UBCO deposit, please review the [Record Cash Sales and Cash Deposits](#) job aid for step-by-steps instructions on processing your deposit in Workday.

Be sure to include a scanned copy of the cheque in this business process, and to print the Deposit Slip to include with the cheque that is being deposited. It is also recommended to download and save a digital copy of the Deposit Slip for your records.

Once your Workday deposit process is completed, you will need to prepare the Brinks deposit bag with the cheque to be processed by the bank. If you need deposit bags, please visit the UBCO Bookstore to collect them; you will need to provide your department worktags.

When you bring a deposit to the secure safe in OM1, please make sure your deposit bag contains the following information:

- Your department name
- Your contact information
  - This should be your name, along with your email and/or phone number
- The amount of the deposit
- A Worktag from your department or unit
- The date of the deposit

After that has been done, the next step is to log it in the Brinks log book, located in the small black basket above the drop-slot. This should be cleanly written, and include:

- The date the deposit was dropped off
- The consignee – this is your department program or cost center Worktag and your initials
- The amount in the deposit
- The bag seal number
- Number of items (1)
- DO NOT sign in the *Receipted By* column; this is for Brinks only

Your prepared deposit bag should look similar to the below example. Some tips to make this deposit easier are:

- Do not use gel pens because they will smudge
- Write clearly and legibly
- Do not cover the barcode at the top
- Make sure you accurately log this deposit in the Brinks log book, located in the basket


SECUR-PAK™ - DO NOT CUT HERE TO OPEN - SECUR-PAK™ - DO NOT CUT HERE TO OPEN - SECUR-PAK™

UBC 0111887

CAUTION: ATTEMPTS TO REOPEN WILL INDICATE TAMPERING.

**TO USE:**

- 1) In ballpoint pen, complete write-in area below.
- 2) Insert deposit slip into bag.
- 3) Remove liner from adhesive area.
- 4) Fold along line and PRESS closed.  
BAG IS NOW SEALED.
- 5) Numbered paper liner is your receipt. Attach to store copy of deposit slip.


 **a place of mind**  
THE UNIVERSITY OF BRITISH COLUMBIA


FROM: UBC Okanagan  
DEPARTMENT NAME: Finance Operations  
CONTACT INFORMATION: Anita Friesen  
anita.friesen@ubc.ca  
PM008404 \$1,500.75

DATE: Jan 21, 2021  
TO: HSBC Transit Number 10020

RECEIVER — DO NOT OPEN  
If closure at top of bag is distorted, torn or disrupted  
NOTIFY SENDER IMMEDIATELY

TO REMOVE CONTENTS — CUT ALONG BOTTOM DOTTED LINE



  
LDPE  
Recyclable  
MADE IN CANADA

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Please review the below example of how to log your deposit bag into the Brinks log book, before putting the deposit through the secure drop-slot into the safe.

- Record your program or cost center, and the amount being deposited on the outside of the deposit bag
- Ensure that information on deposit bags is legible, including the dollar amount
- Depositor's name and phone number/or email should be written on the bags in case quick contact needs to be made
- When closing the bag, leave the barcode uncovered
- Record the deposit bag number
- Place your deposit bag into the drop-slot, and make sure to close the drop-slot so the bag will slide into the safe

### Example

**Received by BRINK'S CANADA LIMITED**

from .....consignor, agent, other for sale, or authorized agent of the consignee, the following shipment(s) to be delivered to the respective consignees hereinbelow stated. It is agreed that all items and packages of each shipment are to be distinctively and securely sealed by the consignor and that Brink's Canada Limited in no event shall be liable for any shortage claimed in any item or package delivered to it not so distinctively and securely sealed. Brink's Canada Limited

**BRINKS ONLY**

DATE	CONSIGNEE	SAID TO CONTAIN	BAG/SEAL	NO. ITEMS	RECEIPTED BY
Mar 4/21	CC00749	AF \$ 5,967 . 50	UBC023130	1	
Mar 4/21	CC00749	AF \$ 159,925 . 50	UBC0231303	1	
Mar 4/21	PM001798	BC \$ 150 . 00	UBC0231335	1	
Mar 4/21	PM003782	JN \$ 625 . 00	UBC011842	1	
Mar 4/21	PM011014	MW \$ 3,655 . 00	UBC005476	1	
Mar 4/21	F45D	J.R. \$ 500 . 00	UBC0145306	1	
Mar 4/21	PM008561	M.B. \$ 92 . 00	UBC0145715	1	
Mar 4/21	Uni Relations	S.C. \$ 1,025 . 29	UBC0201884	1	
		\$ .			
		\$ .			
		\$ .			
		\$ .			
		\$ .			
		\$ .			
		\$ .			
		\$ .			

PLEASE READ WARNING ON COVER OF BOOK