

Finance Operations | Okanagan Campus Office Module 1 (OM1) 1157 Alumni Avenue Kelowna, BC V1V 1V7

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When preparing a UBCO deposit, please review the <u>Record Cash Sales and Cash Deposits</u> 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:

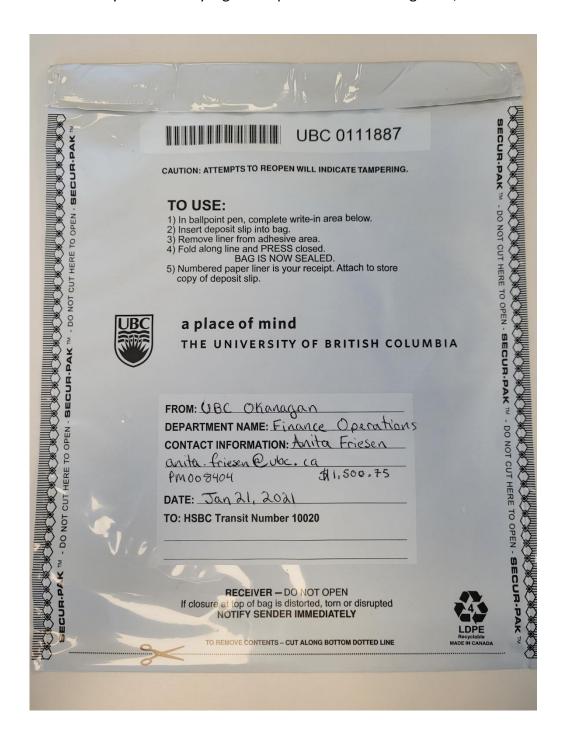
- Your department name
- Your contact information
 - This should be your name, along with your email and/or phone number
- The amount of the deposit
- A Worktag from your department or unit
- The date of the deposit

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



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

DATE	CONSIGNEE		SAID TO CONTAIN		BAG/SEAL	NO. ITEMS	RECEIPTED BY
Mor4/21/CCB	6749	AF	\$5,967	. 50	UBC 023130	\	
nor4/21 (C)	36749	AF	\$ 159,925	5.50	UBC0231303	1	
Mar 4/21 PM	001798	BC	s 150	. 00	UBC 023/335)	
nar 4/21 PM	003782	JN	\$ 625	.00	UBCOUL842	l	
mor 4/21 Pma	0110114	MW	\$3,655	. 00	UBCQ 05476	1.	
Mor 4/21 F 6	150	J.R.	s 500	.00	UBC0145306	1	
Mar 421 PM	008561	M.B	s 92	. 00	UBC 0145718	(
Mar 4/21 Un	1 Relations	S.C	\$ 1,025	. 29	UBC ODOL 881	(
		3.5	\$				
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