



1. When preparing a UBCO deposit, please review the [Record Cash Sales and Cash Deposits](#) knowledge-based article for step-by-steps instructions on creating and processing your deposit in Workday.
 - Include a scanned copy of the cheque in this business process in Workday
 - 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 own records
 - Please only put 1 deposit and corresponding deposit slip per bag. The processing centre is no longer able to process multiple deposits in on bag.
 - If your deposit required multiple deposit slips for the same deposit, please staple all the deposit slips together.

2. Once your Workday deposit is complete, you will need to prepare Brinks **green** tamper-proof deposit bag containing the cheque and deposit slip to be processed by the bank.
 - Visit the UBCO Bookstore to collect additional deposit bags as needed
 - It is no longer required to write the amount the deposit bag contains
 - Write your first and last name along with a department worktag on your deposit bag in case there is an issue and we need to contact you

3. Bring your fully prepared deposit bag to Office Modular 1 (OM1) and put it in the secure dropslot into the safe.

Log your deposit in the Brinks logbook, located in the small black basket above the secure drop-slot. This should be clearly written, and include:

- The date the deposit was put in the secure safe
- In the Consignee column write your initials and department worktag
- In the **Said to Contain** column please write **NDV** (No Declared Value)
- Write the deposit bag's seal number in the Bag/Seal column
- DO NOT sign in the **Received By** column; this is for Brinks only

If there is an issue with a Brinks deposit, designated Finance employees are authorized to open the bag to review who the depositor is

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™


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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

Please see the below example of what your entry in the Brinks logbook should look like when you record putting your deposit into the secure safe.

Example

Received by BRINK'S CANADA LIMITED

BRINKS ONLY

fromconsignor,the consignee or an 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 distinctly 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 in no event shall be liable for more than the value hereinbelow stated.

DATE	CONSIGNEE	SAID TO CONTAIN	BAG/SEAL	NO. ITEMS	RECEIVED 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	FHSD J.R.	\$ 500 . 00	UBC014536	1	
Mar 4/21	PM008561 M.B	\$ 92 . 00	UBC0145718	1	
Mar 4/21	Uni Relations S.C.	\$ 1,025 . 29	UBC0201884	1	
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PLEASE READ WARNING ON COVER OF BOOK