

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

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

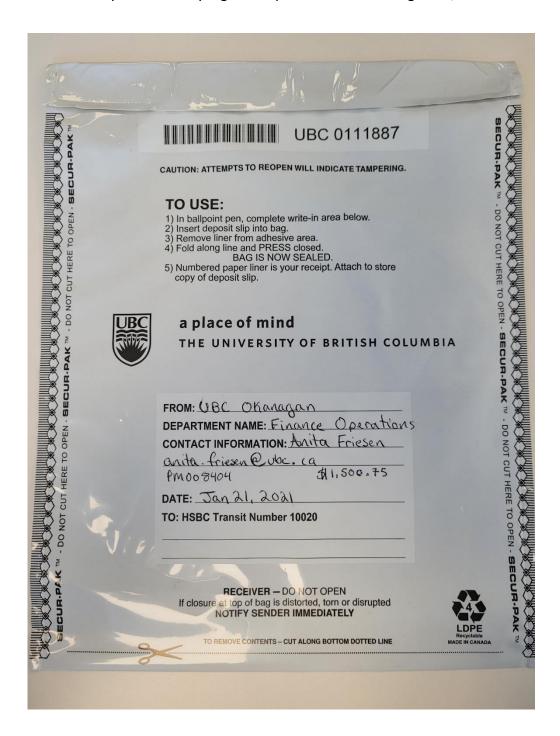
Log your deposit in the Brinks logbook, located in the small black basket above the secure drop-slot. This should be clearly written, and include:

- 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 **Receipted 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



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 LIMITE	ANADA LIMITED	
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DATE	CONSIGNEE		SAID TO CO	NTAIN	BAG/SEAL	NO. ITEMS	RECEIPTED BY
Mor4/21	CC66749	AF	\$5,967	. 50	UBC 023130	\	
mar4/21	((00749	AF	\$ 159,925	.50	UBC0231303	(
Mar 4/21	PM001798	BC	\$ 150	. 00	UBC 0231335)	
Mar 4/21	PM003782	JN	\$ 625	.00	UBCOLL842	l	
mor 4/21	PMOHO14	MW	\$3,655	. 00	UBC0105476	1.	
Mor 4/21	F450	J.R.	s 500	.00	UBC0145306	V.	
Mor 421	PM 00 8561	M.B	\$ 92	. 00	UBC 0145718	(
Mer 4/21	Uni Relations	S.C.	\$ 1,025	. 29	UBC ODOL 881	(
			\$				
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PLEASE READ WARNING ON COVER OF BOOK