



**Purpose:** This form is used by University of Alberta (U of A) departments and faculties that do not have a deposit book or depositing incoming Accounts Receivable payments. The completed form provides the descriptions and coding required by Shared Services - Cash Management Office to process deposits to the appropriate general ledger accounts.

**Instructions:** Download the PDF document and open it using Adobe Acrobat or Reader rather than a web browser. Enter information into all sections, ensuring the form is complete; incomplete or handwritten forms will be returned for correction. The document must be digitally signed using the formal sign-off fields provided. Once finished, save the digital file directly. Do not print or scan this form, as only the original version will be accepted.

[Access the Service Portal](#) and select the [Submit a Finance form](#) option from the Staff Services Catalog. Attach the completed form and any supporting documentation.

For further information, refer to the [Guide to Financial Management Chapter 7: Revenue and Banking](#).

For assistance with this form, contact the [Staff Service Centre](#).

### Section A: Cheque Details

Issuer:

Amount:

Currency:

Cheque Number:

### Section B: Accounts Receivable Payment (Commercial & Research)

Invoice Number:

Invoice Amount:

### Section C: Details

Cash Sale / Cost Recovery

Grant

Other

### Approvals and Authorizations

Prepared By:

Faculty/Department Name:

Approved By:

Approved By Phone Number:

Approved By Title:

Approved By Signature:

Date:

(yyyy-mm-dd)

Finance Partner Name:

Finance Partner Signature:

Date:

(yyyy-mm-dd)



### **Who should complete this form?**

The Cheque Deposit Information Form must be completed by an authorized representative within the unit that collected the cheques (e.g., department cashier or administrative staff responsible for revenue handling). This representative is responsible for submitting all cash and cheques to Shared Services - Cash Management Office for processing.

### **When to use this form?**

The Cheque Deposit Information Form is primarily used by units that do not have a Cashier Deposit Book; or if the unit has a cashier deposit book but the cheque is not a cash sale (fee for service) and is not an external expense recovery. This form is also used to deposit all incoming Accounts Receivable cheques.

All donations must be forwarded to the Office of the Recording Secretary.