



Financial Services
Bid Contract Security Deposits

Approved University Procedures**1.00 Introduction**

- 1.01 From time to time certified cheques are included with bids for construction contracts.
- 1.02 Because a University asset (cash) is involved, it is appropriate to have an established procedure for dealing with such cases.

2.00 Account Established

- 2.01 A separate General Ledger account has been established to record all Bid Contract Security Deposits. The account name is A/P Contract Security Deposits. The account number is 1-000000-21117-11-00.

3.00 Approval

- 3.01 Physical Plant will designate the individual responsible for administering this policy and following appropriate procedures.
- 3.02 The designated individual must appropriately authorize all deposit and reimbursement requests.
- 3.03 The name of the designated individual will be communicated to the Assistant Comptroller-Operations.

4.00 Process

- 4.01 All Contract Security Deposit certified cheques received by Physical Plant must be deposited to the University's general bank account. A completed Financial Services Deposit Form should be forwarded to the Head Cashier, Financial Services.
- 4.02 Funds should be credited to the above referenced General Ledger A/P Contract Security Deposit account.
- 4.03 Any interest accrued remains with UNB and is not returned to the Contractor.
- 4.04 Upon completion of the project, Physical Plant will issue a request to the Accounts Payable Supervisor or the Accounting Area Supervisor, for a reimbursement cheque payable to the Contractor from the A/P Contract Security Deposit account.
- 4.05 The A/P Contract Security Deposit account should be reconciled on a monthly basis by the designated Physical Plant employee.