

## UNB Fredericton Deposit Procedures

### 1. Cash and Coins

Cash and coins are to be deposited using a [Cash and Cheque Deposit Form](#). Departments will be responsible for depositing their cash and coin in the eDeposit for Cash machine (cash machine) located at Financial Services. Each department will be assigned a User ID. Multiple users from the department will use the same ID. If your department does not have a User ID, please contact Trust and Treasury Services at ext. 4730.

**Canadian bills** will be fed through a bill acceptor with a capacity of 30 bills at a time. The various bill denominations (i.e. \$5.00, \$10.00, \$20.00) can be combined in any 30 bill bundle.

**Coins** are to be placed in a small coin envelope located next to the cash machine and slipped into the drop slot located in the lower part of the machine. For Departments with large coin deposits, please ask a Financial Services employee for assistance.

**US cash** deposits are to be placed in a small deposit envelope located next to the cash machine and slipped into the drop slot located in the lower part of the machine. For Departments with large US deposits, please ask a Financial Services employee for assistance.

**After completing a deposit**, the cash machine will print a deposit slip with a deposit number.

- 1) Please write this number in section L of your deposit form (see Guidelines for Completing UNB Deposit Forms).
- 2) Staple the deposit slip to the top left corner of your Cash and Cheque Deposit Form.
- 3) Additional deposit slips can be printed for your records.

### 2. Cheques

Cheques are to be deposited using a [Cash and Cheque Deposit Form](#). Cheques will be scanned in Financial Services for immediate deposit to the bank.

- 1) Prepare an adding machine tape totaling all cheques for deposit.
- 2) Paper clip the adding machine tape to the cheques.
- 3) Attach to the top right corner of the deposit form.

### 3. Credit and Debit Cards

Credit and debit card transactions are to be deposited using a [Credit and Debit Card Deposit Form](#).

- 1) Please have each card type balanced with an adding machine tape attached to the transaction slips for the respective card types.
- 2) Include two copies of your Batch Close Report.
- 3) Staple the first copy to the adding machine tape and transaction slips.
- 4) Paper clip this package to the second Batch Close Report and the *Credit and Debit Card Deposit Form*.

### 4. Completed Deposit Packages

Completed **Cash/Cheque** and **Credit/Debit Card** deposit forms (after cash has been deposited into the cash machine) should be inserted into a campus envelope and placed in the designated area next to the cash machine located in Financial Services.

There will be two trays located in the designated area:

- one tray for cash only deposits, and
- a second tray for all other deposits.

Any backup related to deposits should be attached to the back of the appropriate deposit form.

### 5. Prior to Arrival in Financial Services

- 1) All deposits must be balanced prior to coming to Financial Services
- 2) All deposits should be recorded in a timely manner so as to accurately reflect cash balances and to reduce the risk of lost funds and documentation
- 3) Deposits should be received by Financial Services no later than the **third business day after payment is received** by the department.

**CASH MACHINE HOURS**

**Monday to Friday 9:00am to 3:00pm**