

Cheques and Cash for Deposit

Cheques Received by Departments

1. For any cheques received in the departments, please review to ensure the cheque is made payable to the University of Waterloo. Any cheques received not made payable to the University of Waterloo should be discussed with Finance first before sending for deposit. Please call x37817 or x32135 with any questions you may have.
2. Cheques received in the departments that are to pay an invoice, should be sent to Finance-ECH for deposit.
 - Please circle the 6 digit invoice number quoted on the cheque stub.
 - If the customer did not quote the invoice number on the cheque, nor include a copy of the invoice with the cheque, please indicate on the cheque that it is “for AR” and write the six digit customer number on the cheque stub.
3. For multiple cheques received that are not to pay an invoice, ex. for conference registration fees, prepare a list of cheques received using the “Cheque List for Deposit” template located on the Finance website at: <http://www.adm.uwaterloo.ca/infofin/Forms/forms.html> .
 - a. Separate the H.S.T. and record in the following accounts, as applicable:
5220-100-100-0000-000000-2102-0000-000 = 13% HST
5220-100-100-0000-000000-2110-0000-000 = 5% HST
 - b. Separate any USD cheques and include on a separate list for deposit. USD cheques are sent to a different bank than the CAD \$ cheques.
 - c. Separate any post-dated cheques. Post-dated cheques may be sent to Finance-ECH before the deposit date, however you must indicate on the cheque, i.e. with a yellow sticky, that the cheque is post-dated.
 - d. Ensure that the list total agrees to the total amount of cheques submitted.
 - e. Send a hard copy of list and cheques to Finance-ECH for deposit into the bank and for recording in the University’s general ledger accounting system, Oracle.
 - f. Please include contact name and phone extension for inquiries.
4. When a list is not prepared, i.e. 3 or less, write the 31 digit account number(s) on the back of the cheque and send to Finance-ECH for deposit. A formal memo is not required.
5. If you have a CIBC “For Deposit Only” stamp, please stamp the back of each cheque. Note: do not use the CIBC stamp on USD cheques. Finance will stamp the USD cheques. If you do not have a stamp, that is okay.
6. Any cheques received not made payable to the University of Waterloo should be discussed with Finance first before sending for deposit.
7. Cheques should be deposited when received. Finance-ECH will not deposit stale-dated cheques, i.e. six months from the date of the cheque.

Cash Received by Departments

All cash should be taken to Finance-Student Accounts in Needles Hall.

- Cash receipt forms should be filled out by the department and taken with the cash for deposit.
- If the cash is to pay an invoice, please indicate “for AR” and write the customer number on the cash receipt form.
- If the cash is not to pay an invoice, write the 31 digit account number on the form, separating the applicable tax amount into accounts:
 - 5220-100-100-0000-000000-2102-0000-000 for 13% HST, or
 - 5220-100-100-0000-000000-2110-0000-000 for 5% HST, when applicable.
- Finance-Student Accounts will stamp the cash receipt form with the bank deposit number. The bank deposit number is used as your confirmation of the deposit.
- You may obtain additional Cash Receipt forms by contacting extension 32135.

Cash should **never** be sent through the mail. Please hand-deliver to Needles Hall.

Departments Preparing Bank Deposits

1. Departments should **never** deposit a cheque that is to pay an invoice. Please send cheques to pay an invoice to Finance-ECH for deposit. Circle the 6-digit invoice number quoted on the cheque stub. If no invoice number is quoted, please indicate on the cheque that it is “for AR” and write the six-digit customer number on the cheque stub.
2. Departments authorized to prepare their own bank deposits should take cash, cheques and currency distribution forms in a sealed CIBC bank deposit bag to the nearest designated Brinks pick-up location.
3. Separate any foreign cash, (other than USD), and indicate amount on the Foreign Currency line on the Currency Distribution Form.
4. USD cheques should be prepared on a separate bank deposit form and sent to Finance-ECH for deposit into a USD bank account.
5. CIBC Security Bank Deposit bags may be obtained by emailing, jchesher@uwaterloo.ca
6. Currency Distribution forms may be obtained by contacting extension 32135.
7. Bank deposit journal entries must be posted on the Finance-Sharepoint-Financial Reporting sub-site within one business day of the deposit going to the bank.
8. Month end close dates are disclosed on the Finance website at:
<http://www.adm.uwaterloo.ca/infopin/Fin/dates.html>

Donations

All donation cheques should be directed to Office of Development, ODAA.