Finance Deposit Form

Description: (only 30 characters allowed incl. spaces), if cost centre & account code required on receipt, incl. in Description	
Student No. and Student Name (if applicable)	

Credit Card*:	**Received From:**	**Cost Centre**	**Account Code**	**Amount**
	HST (if applicable)	1000		
			Total Credit Card Deposit	

*cc# and expiry date only-to be provided in person or over the phone (**do not write cc info on this form**)

Cheques:**	**Received From:**	**Cost Centre**	**Account Code**	**Amount**
If more than 1 cheque, attach list and enter total amount				
	HST (if applicable)	1000		
			Total Cheque Deposit	

**if more than one cost centre/account code/amount per cheque, include in separate lines above

Cash: (deliver in person to C550)	**Received From:**			
	Cost Centre:		**Account Code:**	
		$100X		
		$50X		
		$20X		
		$10X		
		$5X		
			Total Cash	
	Coin:	$1.00X		
		$2.00X		
			Loose Coin	
			Total Coin	
		Total Cash/Coin Deposit		

US Cash: (deliver in person to C550)	**Received From:**			
	Cost Centre:		**Account Code:**	
		Total US Cash Deposit		

Send Receipt to (AC contact):		**Rm# & Ext.#:**	
Signature:		**Date:**	

Revised June, 2018