

MEMO

DATE: March 16, 2022

TO: Finance Department, Budget Officers, Registrar's Office

FROM: Tara Vicckies, Manager, Operational Accounting

SUBJECT: Finance Lockbox Installed – For Cheque Dropoff

A lockbox has been installed to provide a secure place to drop-off cheques and cash for the Accounts Receivable team. It is located across from room C514a (around the corner from C550 and down the hall from the President's office).

The intended use of this lockbox is strictly for cheques that are payable to Algonquin College. No other cheques can be processed by our team. Be sure to include a completed Finance Deposit Form with the cheque. Please do not use as a general mailbox for the Finance Department.

The lockbox can only accommodate standard sized envelopes.

If you have any questions, please contact Michelle Silins at askfinance@algonquincollege.com or ext. 3461.