

MEMO

DATE: November 3, 2023

TO: Business Administrators & Budget Officers

FROM: Treasury Department

SUBJECT: Unused Debit/Credit Machines

As a part of our project to update the Debit/Credit machines across the college, it has come to our attention that there are 106 pieces of equipment (Debit/Credit machines plus their bases) that are not being used and need to be sent back to Maxwell (Chase's machine provider). If there are any unused machines currently sitting idle in your department, we request that you:

1. Confirm with us by emailing AC Banking (banking@algonquincollege.com) if you have/do not have any machines (and their bases) that need to be sent back.
2. If you have any unused machines (and their bases), please send it to Finance & Purchasing (Room C550) before the 30th of November 2023. Please place the boxes near the reception desk.
3. We request that you also send us the names of the employees in your department who should be authorized to use the machines (regardless if you have machines to be sent back or not) to AC Banking (banking@algonquincollege.com).

Thank You

