

FOREIGN FUNDS DEPOSIT FORM
(Including U.S. Funds)

Date Stamp

Instructions:

1. Refer to **Standard Operating Procedure – Cash Handling**
These instructions identify responsibilities of the depositor and unit.
2. **Separate** deposit forms must be completed for **each type of currency** being deposited.
3. All taxes should be charged to each unit's cost centre. For transactions where the tax collected applies to multiple cost centres, use the cost centre to which the majority of the revenue applies.
4. Complete the form in full and deliver to:
 - a) Keele campus – General Accounting, Finance Department
 - b) Glendon campus – Student Financial Services, C138 York Hall.
5. **Do not leave cash and cash equivalents unattended and do not send through internal mail.** Cash and cash equivalents should be hand delivered to General Accounting or SFS Glendon whose staff will issue a receipt to acknowledge taking of the funds.

Note: U.S. funds are cleared immediately by York's bank with the Canadian equivalent credited to the unit cost centre(s) upon receipt. Other foreign funds may require special clearing and accordingly the Canadian equivalent will be credited to unit cost centre(s) once the deposit has been cleared by York's bank.

TYPE OF CURRENCY	
FOR THE PERIOD	FROM: TO:
DEPARTMENT REFERENCE NO.	

# OF CHEQUES	
TOTAL AMOUNT OF CHEQUES	
TOTAL AMOUNT OF CASH	
TOTAL DEPOSIT	

REASON FOR DEPOSIT		Describe the reason why these funds were received.					
CHARTFIELD(S) TO BE CREDITED			OPTIONAL			FOREIGN AMOUNT	FINANCE USE
ACCOUNT	FUND	COST CENTRE	ACTIVITY	TIME	LOCATION		CANADIAN AMOUNT
010605	HST (as applicable)			
Total							

Prepared by:		Approved by:	
Name (please print):		Name (please print):	
Signature:		Signature:	
Title & Unit:		Title & Unit:	
Date:		Date:	
	Tel:		Tel:

General Accounting Use Only	
Checked by:	Date: