



Financial Services -Treasury

Central Cashier

Deposit Memo

Date: _____

Received From: _____

Description: _____

Speed Code: _____ Account: _____
Write Speed Code and Account on back of cheque(s) Use back of memo for multiple Speed Codes and Accounts

Cash:	\$ _____	CAD <input type="checkbox"/>	USD <input type="checkbox"/>	separate
Cheques:	\$ _____	CAD <input type="checkbox"/>	USD <input type="checkbox"/>	deposits
Total:	\$ _____	CAD <input type="checkbox"/>	USD <input type="checkbox"/>	by currency

Department: _____ Building: _____

Phone No.: _____ Room No.: _____

Deposited By (print): _____ Signature: _____

Deposits with missing information will be returned for correction



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