Deposits

Departmental deposits (RRVs) are brought to Treasury Operations for processing. The various options are outlined below, including the hours for our ‘front counter’ service desk.

Front Counter Service

- Money and Cash Handling [1]
- Control of Revenue by University Departments [2]

Cash and Cheques

- Revenue Remittance Voucher (RRV) and Revenue Remittance Details Template [3]
- Completed RRV Sample - Cash and Cheques [4]

Credit and Debit Card Payments

OVERVIEW:

The University of Guelph requires all units that accept credit cards to comply with current credit card industry standards (PCI Compliance) and in accordance with the procedures outlined in the documents below.

- Overview: Credit and Debit Card Payments processing [5]
- Completed RRV Sample – Credit Card [7]
- Merchant # Request Form [8]

POINT OF SALE TERMINAL (POS)

- Implementing a Point of Sale Terminal [9]
- End of Day POS Register [10]

WEB BASED AND E-COMMERCE

- End of Day Web Payment & RRV [12]

Students: Students should go to the Student Financial Services [13] website for support.

Source URL: https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits

Links:
[1] https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling
[2] https://www.uoguelph.ca/finance/control-revenue-university-departments-0
[3] https://www.uoguelph.ca/finance/system/files/HST%20RRV%20FORM_0.xls
[5] https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/overview-credit-and-debit
[8] https://www.uoguelph.ca/finance/system/files/Merchant%20Number%20Request%20Form.xls
[9] https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/implementing-point-sale
[10] https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/End%20of%20Day%20POS%20Register_1.jpg
[12] https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/End%20of%20Day%20Web%20Payment%26%20RRV_0.pdf