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][1]) and in accordance with the procedures outlined in the documents below.

- [Overview: Credit and Debit Card Payments processing][5]
- [Teledeposit Manual Credit/Debit Card Payments][6]
- [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

- [Web Based Order & E-commerce Payments Process][11]
- [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%20%26%20RRV_0.pdf