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](https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling)
- [Control of Revenue by University Departments](https://www.uoguelph.ca/finance/control-revenue-university-departments-0)

**Cash and Cheques**

- [Revenue Remittance Voucher (RRV) and Revenue Remittance Details Template](https://www.uoguelph.ca/finance/system/files/HST%20RRV%20FORM_0.xls)
- [Completed RRV Sample - Cash and Cheques](http://uoguelph.ca/finance/sites/uoguelph.ca.finance/files/RRVSample-CashCheques_1.xls)

**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](https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling)) and in accordance with the procedures outlined in the documents below.

- [Overview: Credit and Debit Card Payments processing](https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling)
- [Teledeposit Manual Credit/Debit Card Payments](https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling)
- [Completed RRV Sample – Credit Card](http://uoguelph.ca/finance/sites/uoguelph.ca.finance/files/RRVSample-CashCheques_1.xls)
- [Merchant # Request Form](https://www.uoguelph.ca/finance/system/files/HST%20RRV%20FORM_0.xls)

**POINT OF SALE TERMINAL (POS)**

- [Implementing a Point of Sale Terminal](https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling)
- [End of Day POS Register](https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling)

**WEB BASED AND E-COMMERCE**

- [Web Based Order & E-commerce Payments Process](https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling)
- [End of Day Web Payment & RRV](https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling)

**Students:** Students should go to the [Student Financial Services](https://www.uoguelph.ca/finance/departments-services/treasury-operations/deposits-cash-credit-cards-other/money-and-cash-handling) 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%20RRV_0.pdf