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/node/1009) [1]
- [Control of Revenue by University Departments](https://www.uoguelph.ca/finance/node/2324) [2]

Cash and Cheques

- [Revenue Remittance Voucher (RRV) and Revenue Remittance Details Template](https://www.uoguelph.ca/finance/system/files/HST%20RRV%20FORM_0.xls) [3]
- [Completed RRV Sample- Cash and Cheques](https://www.uoguelph.ca/finance/system/files/Completed%20RRV%20Sample-%20Cash%20and%20Cheques.pdf) [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](https://www.uoguelph.ca/finance/system/files/Completed%20RRV%20Sample-%20Cash%20and%20Cheques.pdf)) and in accordance with the procedures outlined in the documents below.

- [Overview: Credit and Debit Card Payments processing](https://www.uoguelph.ca/finance/node/2324) [5]
- [Completed RRV Sample – Credit Card](https://www.uoguelph.ca/finance/system/files/Completed%20RRV%20Sample-%20Credit%20Card.pdf) [7]
- [Merchant # Request Form](https://www.uoguelph.ca/finance/system/files/Completed%20RRV%20Sample-%20Credit%20Card.pdf) [8]

POINT OF SALE TERMINAL (POS)

- [Implementing a Point of Sale Terminal](https://www.uoguelph.ca/finance/system/files/Completed%20RRV%20Sample-%20Credit%20Card.pdf) [9]
- [End of Day POS Register](https://www.uoguelph.ca/finance/system/files/Completed%20RRV%20Sample-%20Credit%20Card.pdf) [10]

WEB BASED AND E-COMMERCE

- [End of Day Web Payment & RRV](https://www.uoguelph.ca/finance/system/files/Completed%20RRV%20Sample-%20Credit%20Card.pdf) [12]

Students: Students should go to the [Student Financial Services](https://www.uoguelph.ca/finance/system/files/Completed%20RRV%20Sample-%20Credit%20Card.pdf) [13] website for support.

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

Links
[1](https://www.uoguelph.ca/finance/node/1009) [2](https://www.uoguelph.ca/finance/node/2324) [3](https://www.uoguelph.ca/finance/system/files/HST%20RRV%20FORM_0.xls) [4](https://www.uoguelph.ca/finance/system/files/Completed%20RRV%20Sample-%20Cash%20and%20Cheques.pdf)
http://uoguelph.ca/finance/sites/uoguelph.ca.finance/files/RRVSample-CashCheques_1.xls [5]
http://uoguelph.ca/finance/sites/uoguelph.ca.finance/files/RRVSample-ElectronicCreditCard_0.xls [8]
https://www.uoguelph.ca/finance/system/files/Merchant%20Number%20Request%20Form.xls [9]
https://www.uoguelph.ca/finance/node/1743 [10]
https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/End%20of%20Day%20POS%20Register_1.jpg [11]