


* New Departmental Deposit Instructions for the Bannatyne Campus

Starting May 1, 2015 the Bannatyne Office will close permanently.

When your deposit contains cheque(s) only, complete the Departmental Deposit form and forward the form with the cheque(s) to the Fort Garry Cashier Office at 138 University Centre through interdepartmental mail.

When your deposit contains cash or a combination of cash and cheque(s), complete the Departmental Deposit form. Place the form and cash (and cheques where applicable) in a regular envelope. Indicate the department, total amount of cash, total amount of cheques and total amount of deposit:

 UNIVERSITY OF MANITOBA Rev. Cap., Gen. Acting 315 Administration Building	Dentistry	
	Cash	2,500.00
	Cheques	<u>500.00</u>
		3,000.00
CONFIDENTIAL		

UP2-6

Front

Seal the envelope and sign over the seal:

Back

S. Smith

Deliver the deposit to the University of Manitoba Health Sciences Bookstore (140 Brodie Centre).

Note days and times available for drop-offs: Tuesday's and Thursday's, 9:30 am -11:00 am.

Deposits will be forwarded to the Fort Garry Campus via secure transport.