**Cashier Deposit Book Request**

(For Pre-numbered Deposit Book)

Use this form to request cashier deposit books. Refer to the Guide to Financial Management [Chapter 7 Revenue and Banking](https://www.ualberta.ca/finance-procurement-planning/financial-management/guide-to-financial-management/7-revenue-and-banking/index.html) for more information about deposits and revenue coding.

Only units that have been approved by the Finance Partner may request deposit books.

Submit your completed form to the [Staff Service Centre](https://www.ualberta.ca/services/staff-service-centre/index.html). Shared Services needs at least three days to process your request. The book will be sent to the requestor via campus mail.

Faculty/department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of finance partner who has approved your request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_