

**CASHIER'S OFFICE**

For information, refer to:

General Telephone number: 943-2791

General Fax number: 995-0725

SMFM – Pearson D1

Hours of Operation: 8:30 a.m. – 4:00 p.m.

The following main services are provided to our clients:

- Issue taxi chit booklets;
- Issue petty cash reimbursements;
- Issue official receipts for temporary parking;
- Prepare and distribute American Express Traveller's cheques in different currencies (Canadian dollar, US dollar, Pound Sterling, Swiss Francs, Deutsche Marks, French Francs and Japanese Yen);
- Travel claims can be dropped off;
- Reimbursements accepted through Interac or by credit cards;
- Distribute hard copy Receiver General cheques; and
- Receipt and deposit of public money from Missions and Headquarters.