

UNIVERSITY OF SAN DIEGO
Request to Establish Cash Collection Point

Note: For purposes of this application, the term "cash" shall refer to any type of payment for goods or services including coin, currency, checks, money orders, credit cards, and electronic fund transfers.

REQUESTOR NAME PHONE

SCHOOL/DEPARTMENT DATE

REASON CASH COLLECTION POINT IS NEEDED

PERSONS INVOLVED

NAME/TITLE	DESCRIPTION OF CASH HANDLING DUTIES (See Responsibilities in Cash Handling Procedures)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WILL THERE BE A NEED FOR A CHANGE ADVANCE? YES NO

DESCRIPTION OF RECONCILIATION PROCESS (Include frequency of reconciliation)

DESCRIPTION OF SECURITY MEASURES FOR SAFEGUARDING CASH PRIOR TO DEPOSIT

HOW OFTEN WILL DEPOSITS TO UNIVERSITY CASHIER BE MADE? (Refer to **Section 2.D.** of Procedures)

AUTHORIZATION - I have read and understand the Cash Handling Procedures.

Requestor Date Dean or Department Head Date

APPROVAL

Controller Date

Office of the Controller - 05/2011