



REQUEST TO ESTABLISH/MAINTAIN CASHIERING COLLECTION POINT

Form-
3102.02-A
v 1.0

Submission: Submit this form to Financial Services no later than June 1st each year to obtain approval from the Chief Financial Officer to collect cash, checks, and credit cards for each new fiscal year beginning July 1st and ending June 30th.

SECTION A. (General Information)

Type of Request: New or Renewal/Modification Effective for fiscal year: _____

Department Name: _____

Cashiering Collection Point Location: _____

Department Responsible Person (DRP): _____ Phone: _____ Email: _____

Describe the goods, services, and/or donation for which you will receive payments. Please be specific:

Describe security arrangements for cash collection point (i.e., locked cash box, cash register, safes, etc.):

Expected frequency of collections: Daily 1-2 times a week 3-4 times a week One Time Event Other (describe): _____

Avg. \$ per frequency: \$0-\$99 \$100-\$249 \$250-\$499 \$500-\$999 \$1,000-\$2,499 > \$2500

Will debit/credit card payments be accepted at this cash collection point? Yes No
If yes, complete Section B. If no, skip to Section C.

SECTION C. (Annual Questionnaires)

In accordance with ICSUAM policy 3102.04 Physical Protection of Cash and Cash Equivalents, Risk Management personnel must review the controls of all cashiering locations. Please attach the two forms below to your request form.

Cash Handling Annual Review Questionnaire (Attachment A)

Cash Handling Segregation of Duties Matrix (Attachment B)

SECTION D. (Cash Handling Procedures)

All satellite cashiering stations should submit the procedures that will be used, or are being used, to process payments. The procedures should include:

- Cash receipts collection process
- Deposit preparation and deposit process
- Review and reconciliation process
- Ensure position titles are used to describe who performs specific duties and to describe the individuals who are approving deposits, voids, etc.
- Procedures should be approved by DRP by way of signature

Satellite cashiering stations who have already submitted cash handling procedures, and their procedures have not changed, do not have to re-submit the procedures.

Cash Handling Procedures are attached.

Cash Handling Procedures already submitted and there are no changes to procedures.



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SECTION E. (Signatures and Approvals)

Signatures:

Department Responsible Person	Signature	Date
Dean/Sr. Director	Signature	Date

By signing this form, the DRP and Dean/Senior Director acknowledges that he/she understands his/her role as outlined in the responsibilities section of the Payment Card Industry Data Security Standard and the Administration and Finance Cash Handling Procedures and accepts responsibilities for that role.

Please submit completed form to the Cash Handling Coordinator located in MSR 112A, Main Cashiers. Questions can be directed to the Cash Handling Coordinator via email at JPhillips@csustan.edu or by phone at (209)667-3241.

Recommendations for Approval:

Comments:

Cash Handling Coordinator	Signature	Date
PCI Data Authority (if applicable)	Signature	Date

Approval:

Request Approved: Request Denied:

Chief Financial Officer or Designee	Signature	Date
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