
You have been assigned job responsibilities related to a Cash Collection Point (CCP) and are required to comply with [FIU Cash Control Policy Statement 1110.010](#).

All CCP employees must complete the Cash Collection Point Employee Application. In addition, all cash-handling employees must clear the Level II Criminal Background Investigation (Level II Check).

For questions or assistance with the completion of this form, please contact Quality Assurance Services at QAS@fiu.edu.

Panther ID:

Employee Name:

Position Title:

A cash-handling employee is any person who handles/processes cash in their job function without regard to frequency or dollar amount. This function requires a Level II Check. Are you a cash-handling employee?

Yes

No

If Yes is selected above, please complete the [Level II Background Check Request](#) form and submit to QAS@fiu.edu along with the [Departmental Cash Collection Application](#).

Please check each requirement as a form of acknowledgment:

I have read, understand and will adhere to [FIU Cash Control Policy Statement 1110.010](#).

I have read, understand and will adhere to my Department's Cash Collection Point Operating Manual.

I have read, understand and will adhere to the [FIU Records Policy 150.110](#) and maintain accurate supporting documentation of each transaction.

I will complete any trainings deemed necessary by the Quality Assurance Services department.

I understand failure to comply with the University's Cash Control Policy may result in the closure of my Department's Cash Collection Point.

Signature of Acknowledgment:

Date:

Supervisor Name:

Supervisor Signature:

Date: