

Departments seeking to collect cash must be approved by the Office of the Controller.

- 1- Complete and submit the Departmental Cash Collection Application
- 2- Read the University's [Cash Control Policy 1110.010](#)
- 3- Read the Departmental Cash Collection Point Procedures

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

1. College/Division Name _____

2. Department Name(s) _____

3. Location of Cash Collection Point(s) _____

4. Provide a brief description of the activities that will generate the collection of cash.

5. Estimated annual amount to be collected: \$ _____

6. Type of collection point:

- Temporary (i.e. one-time event)
- Permanent

7. Frequency of collections:

- Daily Annually
- Weekly Other _____
- Monthly

8. Forms of payment to be accepted:

- Currency Credit Cards
- Checks Other _____
- Money Orders

9. List the Activity and/or Project ID number(s) where deposits will be recorded.

Activity/Project Number		

10. List the primary and back-up employees performing cash handling duties to ensure that proper segregation of duties will be maintained.

NOTE - The ideal separation of duties has three distinct employees performing the tasks of collections, deposits and reconciliations. The three-way separation is the safest and most accepted internal control measure. If there are insufficient personnel, a two-way separation can be used. In the two-way separation the same individual can perform the tasks of both collections and deposits; however, the reconciliation task must be completed by a separate individual.

Collections

	Employee Name	Position Title
Primary		
Backup		

Deposits

	Employee Name	Position Title
Primary		
Backup		

Reconciliation

	Employee Name	Position Title
Primary		
Backup		

Prepared by (Name): _____
 (Signature): _____ Phone: _____ Date: _____

Approved by (Name): _____
 (Signature): _____ Phone: _____ Date: _____

For Office Use Only:

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reviewed by:	Date:
Reason for denial:			