

**Policy and Instructions**

The Office of Finance and Administration of FIU has established [Cash Control Policy 1110.010](#) that states, "The employee(s) within the department designated to accept cash must undergo a background check. It is the responsibility of the department to notify Recruitment Services in the Division of Human Resources."

The reason for this cash policy is to, "safeguard cash and to mitigate the inherit risk of loss." The Cash Policy covers requests for Cash Collection Points, Gift Cards, Participant Payments, Petty Cash, PCard/Travel and Entertainment Cards, and Merchant Services. Each area listed has its individual policies and procedures and can be found on the [Office of the Controller](#) website.

Please note that the Office of the Controller has been tasked with the responsibility of administrative oversight per the Cash Policy and as such, needs to obtain verification of background checks to remain in compliance. For additional information on adding the duties to a job description, please contact Compensation at 305-348-2519. To schedule your fingerprinting appointment, please contact Human Resources at 305-348-2500.

**Submit this completed form along with your application (Cash Collection Points, Gift Cards, Participant Payments, Petty Cash, PCard/Travel and Entertainment Cards, or Merchant Services), if applicable, to the appropriate processing department within Office of the Controller.**

**Please Conduct a Level II Background Check for the Following Employee:**

Employee's Name:  Panther ID:

Position Title:  E-mail:  Telephone:

Department Name:

Office Building:  Office Room #:

Employee's Signature:  Date:

Supervisor's Name:  Panther ID:

Supervisor's Title:  E-mail:  Telephone:

Supervisor's Signature:  Date:

**Reason for Requesting Level II Background Check:**

Employee with job responsibilities that include payment card processing and/or access to sensitive payment card data, handling of cash/checks/cash equivalents, gift cards/participant payments, or purchasing with a university issued credit card.  New Job Responsibility  Existing Job Responsibility

**HR Office Use Only:**

Employee's job description includes payment card processing and/or access to sensitive payment card data, handling of cash/checks/cash equivalents, gift cards/participant payments, or purchasing with a university issued credit card:  Yes  No

Employee Cleared Background Check:  Yes  No Date:

Employee Cleared Fingerprinting Check:  Yes  No Date:

HR Employee Name:  Signature:  Date: