

University of North Carolina - Wilmington

**RECEIPTING PRIVILEGES RENEWALS AND CHANGES ONLY**

**Renewal:** *Annual Renewal Required Within 12 months from date below.*
     
  **Revision:** *Complete this form in its entirety. This form will replace the previous Request for Receiving Privilege form.*
     
  **Temporary Privileges:** *Dates Required From \_\_\_\_\_ To \_\_\_\_\_*

**TO:**            Controller

**FROM:**

**DATE:**

Department Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

Employee Authorized to Receive Deposits	Job Title	Telephone Ext.	Email Address
<b>PRIMARY:</b>			
<b>ALTERNATE(S):</b>			

*Note: The primary contact person denotes the person responsible for overseeing the receipting activity and maintaining a receipting process consistent with university policy and cannot be the reconciler or budget authority.*

Purpose of Receipting (Required)	Banner Fund Code(s) to Receive Funds	Banner Org Code(s) to Receive Funds	Banner Account Number(s) to Receive Funds

**Upon approval of departmental receipting privileges granted by the Controller, I am aware and agree to the following:**

- UNCW 05.141 Departmental Receipts Policy and Receipts Procedure must be read and followed
- Receipting person must be separate from the budget authority and reconciler
- Receipting privileges must be renewed annually and/or updated when receipting person or budget authority changes
- Required to attend mandatory departmental receipt training
- Periodic audits of records and procedures may be performed by Controller and/or Internal Audit depts.
- Departmental receipting privileges will be revoked immediately if the responsibilities outlined above are not followed

## DEPARTMENTAL RECEIPTING REQUIREMENTS

**Prior to granting or continuing receipting privileges, the following questions must be answered to properly evaluate your needs.**

- What type of receipts will be received?
  - Cash
  - Check
  - UNCW One Card
  - ACH/Web Check
  - Credit Card **Must have prior approval from Controller to accept credit cards** (check all that apply)
    - Web
    - POS Terminal
  
- How often will the department receive receipts?
  - Daily
  - Weekly
  - Monthly
  - Other, specify: \_\_\_\_\_
  
- For the period checked above, what is the anticipated average amount of receipts?  
\$ \_\_\_\_\_
  
- Who are the receipts received from?
  - Faculty/Staff
  - Students
  - Staff
  - Participants
  - Customers/Vendors
  - Other, specify: \_\_\_\_\_
  
- How are the receipts received?
  - In Person
  - Mail
  - Phone (**requires POS machine to enter credit card info**)
  - Web
  
- What equipment is being used to process transactions?
  - Cash Register
  - Cash Register with Credit Card Processor
  - Credit Card Processor (POS) Machine type/number  
\_\_\_\_\_
  - UNCW One Card Reader
  
- How will all undeposited receipts be safeguarded?
  - Locked safe in Building \_\_\_\_\_ Locked Room  
No. \_\_\_\_\_
  
- Where will your receipts activity be performed?
  - On campus, Building \_\_\_\_\_ Office \_\_\_\_\_
  - Off campus, address \_\_\_\_\_
  
- Does the depositor (employee) have or perform any of the following?
  - Delegated signature authority for supervisors/managers
  - Prepare miscellaneous billings, specify method: \_\_\_\_\_
  - Custodian of a petty cash fund
  - Reconcile departmental Banner Fund

- Who will perform the following functions within your department? (employee name)
- ❑ Receipting of funds \_\_\_\_\_
  - ❑ Recording deposit (log)\_\_\_\_\_
  - ❑ Depositing of funds\_\_\_\_\_
  - ❑ Transporting of funds \_\_\_\_\_
  - ❑ Reconciling deposit to Banner Fund\_\_\_\_\_

**Receipting person cannot reconcile nor have budget authority**

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Department Head/Budget Authority

Authorized by \_\_\_\_\_ Date \_\_\_\_\_  
Controller