

University of North Carolina - Wilmington

**INITIAL REQUEST FOR DEPARTMENTAL RECEIPTING PRIVILEGES**

**TO:** Controller

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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

**Describe Business Purpose:**

**Frequency:**

Daily                      Weekly                      Monthly                      Quarterly                      Annually

**Duration:**      Indefinitely                      Limited time      Dates: From \_\_\_\_\_ To \_\_\_\_\_

***Why is Departmental Receipting Required? Check all that apply***

This is a new initiative, program or service. If checked, attach the business plan.

This receipting involves the collection of fees.

This receipting function involves rental income.

This receipting function involves sales of merchandise. *(These sales may be subject to sales tax and the collection of the sales tax).*

***How will receipts be accepted? Check all that apply***

- How will receipts be collected?  
In Person  
Mail  
Phone  
Web
- The revenue receipts will be collected from?  
Students  
Prospective Students  
General Public  
Other- identify

***How will receipts be secured? Check all that apply***

- How will all undeposited receipts be safeguarded?  
Locked safe in Building \_\_\_\_\_ Locked Room No. \_\_\_\_\_
- Where will departmental receipts activity be performed?  
On campus, Building \_\_\_\_\_  
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)
  - Receiving of funds \_\_\_\_\_
  - Recording deposit (log) \_\_\_\_\_
  - Depositing of funds \_\_\_\_\_
  - Transporting of funds \_\_\_\_\_
  - Reconciling deposit to Banner Fund \_\_\_\_\_

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

**Will Credit Cards be accepted? Check all that apply**

Department will issue UNCW external invoices to customers (agencies, institutions, businesses and individuals)

Credit cards will be used for collection of receipts.

***If checked, check all below that apply***

There will be a cash register with point of sale (POS) terminal or a POS terminal for credit card authentication and an authorization process.

There will be a credit card merchant number(s) established for this purpose.

There will be a website for collection of receipts with use of a credit card.

*If credit cards will be used, all credit card transactions will require a POS machine to be purchased by the operation and funding will be required to pay for credit card transaction fees.*

*If credit cards will be used with a web application, the credit card transactions will be required to be made through the University payment gateway to ensure PCI compliance.*

*All credit cards transactions will require securing and safeguarding customer's credit card information and ensure credit card information and numbers are not stored in any form or medium by the receiving operation.*

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

- UNCW 05.141 Departmental Receipts Policy and Departmental Receipts Procedure must be read and followed
- Departmental receiving person must be separate from the budget authority and reconciler
- Departmental receiving privileges must be renewed annually and/or updated when cash receiving 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 receiving privileges will be revoked immediately if the responsibilities outlined above are not adhered

If receiving privileges are approved for the purposes listed, I understand and agree to comply with all University policies related to the collection of revenue, requirements for cash management, PCI compliance and internal controls. Further, I understand that if these policies are not adhered, that departmental receiving privileges may be revoked by the Controller.

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

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