

University of North Carolina - Wilmington

CASH RECEIPTING PRIVILEGES RENEWALS AND CHANGES ONLY

Permanent Privileges:
 Revision: *Complete this form in its entirety. This form will replace the previous Request for Cash Receipting Privilege form.*
 Temporary Privileges:

Annual Renewal Required Within 12 months from date below.
 Dates Required From _____ To _____

TO: Controller

FROM:

DATE:

Department Name: _____ Contact: _____ Ext: _____

Employee Authorized to Receive Cash	Job Title	Telephone Ext.	Email Address
PRIMARY:			
ALTERNATE(S):			

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 Cash (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 cash receipting privileges granted by the Controller, I am aware and agree to the following:

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

CASH RECEIPTING REQUIREMENTS

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

- What type of cash 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 cash receipts?
 - Daily
 - Weekly
 - Monthly
 - Other, specify: _____
- For the period checked above, what is the anticipated average amount of cash receipts? \$_____
- Who are the cash receipts received from?
 - Faculty/Staff
 - Students
 - Staff
 - Participants
 - Customers/Vendors
 - Other, specify: _____
- How are the cash 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
 - Credit Card Processor Machine type/number _____
 - UNCW One Debit Card Reader
- How will all undeposited receipts be safeguarded?
 - Locked safe in Building _____ Locked Room No. _____
- Where will your cash 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