

## THE UNIVERSITY OF TEXAS AT TYLER DEPARTMENTAL CASH HANDLING REQUEST FORM

This form is used to request authorization to accept cash, checks, and/or credit/debit card payments on behalf of UT Tyler. It is also to be used when changing custodians. For more information, see The UT Tyler Handling of Cash and Cash Equivalents policy in the Handbook of Operating Procedures. This is not for the occasional check received by a department, which should be taken to the Faculty/Staff Cashier's Office within one (1) business day.

Custodian Name and Title	Budget Authority Name and Title		
Department /Unit Name	Cash Collection Location (Building, Room Number, etc.)		
Type of payments to be collected. Select all that apply.	Cash	Check	Credit/Debit Card
How often will department accept payments? Select one.	On-going	One-Time Event	
How will your department accept these payments? Select all that apply.	In person	By mail	By phone
To what PeopleSoft chartfields will payments be deposited?	- - - - -		
Justification – Explain why it is not possible for the Cashier's Office to collect these payments:			
Planned Security and Process for Cash Handling Location (describe who will have access, etc.; for additional guidance, see Cash Handling Policy at <a href="http://uttyler.edu/cashiers/">uttyler.edu/cashiers/</a> )			
Will the department require a change fund?	Yes	No	Amount
Justification – Explain why the department will require a change fund:			

### New Custodian Acceptance/Acknowledgement

- I agree to be personally accountable to The University of Texas at Tyler for the collection, balancing, and reporting of all cash and cash equivalents collected by the department. I am familiar with the physical security arrangements for the care of the funds (described above) and hereby agree that the arrangements are adequate for me to accept the responsibility as custodian of the funds. I further agree that if these funds are lost or stolen due to my negligence, then the University may require reimbursement from me for that amount.
- If authorized to use a change fund, I understand that the funds may only be used for providing change in the normal course of carrying out the authorized business activity in the department.
- I understand that funds collected may not be retained for the purpose of establishing a change or petty cash fund.
- Furthermore, I understand that all cash on hand, including the change fund if authorized, are to be available for unannounced audits by properly identified personnel from Student Business Services, Audit Services, and external auditors.

I certify that the above information is correct. I have read and understand The University of Texas at Tyler Handling of Cash and Cash Equivalents policy and I agree to abide by its guidelines and procedures.

\_\_\_\_\_  
Custodian Signature Date

### Authorizing Signatures

\_\_\_\_\_  
Budget Authority Signature Date

\_\_\_\_\_  
Student Business Services Signature Date

\_\_\_\_\_  
Vice President for Business Affairs Signature Date

*When required signatures have been obtained, VPBA Office will retain a copy, send original to the requesting department, and send a copy to Student Business Services.*

**For Student Business Services Use Only:**

Cashiering Training Date \_\_\_\_\_ Trainer's Initials \_\_\_\_\_ Custodian's Signature \_\_\_\_\_