



Cash Collection Point Application

DATE DEPARTMENT BUDGET #

DEPT. HEAD CONTACT

LOCATION

Please note that a cash collection point is the actual physical location that cash is collected. Therefore, one department could have multiple cash collection points and, conversely, one cash collection point might collect cash for several different departments. If your department maintains multiple cash collection points, each one must be authorized separately. However, if there are several departments utilizing the same cash collection point, these Dept IDs should be listed on one application (see page 3).

APPLYING FOR Original Authorization Re-authorization

TYPE OF COLLECTION POINT Temporary Permanent

I. GENERAL INFORMATION

A. Have you received and reviewed a copy of the Controller's Cash Management Policy, OP-D-2-B?

(A copy can be obtained at <http://policies.vpfa.fsu.edu/controller/2c-1.html>.)

YES NO

B. Do you feel the proposed collection point is in compliance with this policy?

YES NO

If no, please explain:

C. What is the primary revenue function?

- Sale of Goods / Services
- Fee Collection
- Accounts Receivable
- Recovery of Expenses
- Other:

D. What is the estimated annual amount expected to be collected?

\$

II. COLLECTIONS

A. What is the frequency of collections?

- Daily
- Weekly
- Monthly
- Annually
- Other:

B. What forms of payment are accepted?

- Currency
- Checks
- Money Orders
- Credit/Debit Cards
- Other:



If Credit/Debit Cards were checked, what types are accepted?

- Master Card
- Visa
- American Express
- Discover Card
- FSU Card
- Other:

- C. Is the proposed collection point utilizing a draft capture system for approvals? YES NO
- D. Does the proposed collection point have access to the Cashiering system or current return checklist in order to identify previously dishonored checks/check writers? YES NO
- E. Does the proposed collection point possess endorsement stamps for each area of deposit? YES NO
- F. Are mail logs used? YES NO
- G. Are employees responsible for collections prevented from having reconciliation responsibilities? YES NO

III. DEPOSITS

A. What is the frequency of deposits?

- Daily
- Weekly
- Other:

B. How is the money deposited?

- Cashier's Office
- Armored Car
- Bank & Shop
- Other:

- C. Are locked bags utilized for deposits? [Superior Bag Manufacturing Corp.](#) YES NO
- D. Is the employee responsible for deposits prevented from having reconciliation responsibilities? YES NO

IV. RECONCILIATIONS

- A. Are reconciliations performed at least once a month for all deposit areas? YES NO
- B. Is the employee responsible for reconciliations prevented from having any other cash handling responsibilities? YES NO

V. SECURITY

- A. Is the access to the area of collection limited to only authorized personnel? YES NO



B. Is cash secured during business hours?

YES NO

If yes, please specify.

C. Is a safe, vault or locked file cabinet on site and utilized for securing cash overnight?

YES NO

If yes, please specify.

D. How are the cash handling responsibilities separated?

Three-way Separation (Collections / Deposits / Reconciliations)

Two-way Separation (Collections and Deposits / Reconciliations)

Other:

VI. DEPARTMENTS UTILIZING CASH COLLECTION POINT

Please list all departments that will be utilizing this Cash Collection Point. If more space is needed, please attach additional sheets.

DEPARTMENT	DEPT ID	FUND



Please list the primary and back-up employees performing cash handling duties.

(The ideal separation of duties has three distinct employees performing the tasks of collections, deposits and reconciliations. The three-way separation is the safest and most accepted internal control measure. If there are insufficient personnel, a two-way separation can be used. In the two-way separation the same individual can perform the tasks of both collections and deposits; however, the reconciliation task must be completed by a separate individual.)

COLLECTIONS - Consists of receiving payments, recording and balancing of receipts.

Primary	<input type="text"/>	<input type="text"/>
	<i>Title</i>	<i>Name</i>
Backup	<input type="text"/>	<input type="text"/>
	<i>Title</i>	<i>Name</i>
Backup	<input type="text"/>	<input type="text"/>
	<i>Title</i>	<i>Name</i>

DEPOSITS - Consists of verification of monies collected to support documents and subsequent preparation of the deposit slip/ticket.

Primary	<input type="text"/>	<input type="text"/>
	<i>Title</i>	<i>Name</i>
Backup	<input type="text"/>	<input type="text"/>
	<i>Title</i>	<i>Name</i>
Backup	<input type="text"/>	<input type="text"/>
	<i>Title</i>	<i>Name</i>

RECONCILIATION - Consists of verification of payments collected to supporting documents and subsequent preparation of the deposit slip/ticket.

Primary	<input type="text"/>	<input type="text"/>
	<i>Title</i>	<i>Name</i>
Backup	<input type="text"/>	<input type="text"/>
	<i>Title</i>	<i>Name</i>
Backup	<input type="text"/>	<input type="text"/>
	<i>Title</i>	<i>Name</i>

(Please, include all employees with cash handling responsibilities. Attach additional pages if needed.)



Additional Comments:

OFFICIAL USE

Application Review Notes:

Status: _____ Approved _____ Denied

Date

Reviewer