



## Cash Management Employee Policy & Procedure

### Acknowledgement

My initials confirm receipt of the following policies and procedures:

1) FSU Cash Management Policy \_\_\_\_\_

(<http://policies.vpfa.fsu.edu/policies-and-procedures/financial/cash-management>)

2) Departmental Cash Handling Procedures \_\_\_\_\_

I, \_\_\_\_\_ understand my duties at \_\_\_\_\_ require me to read and understand the policies and procedures noted above.

I acknowledge that I have read and understand the policies and procedures on the subjects that pertain to my job responsibilities and duties. I will review these policies at least annually.

I had the opportunity to discuss and ask questions regarding the subjects above with my supervisor and/or Treasury Management.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

cc: Employee  
Dept. Employee File