

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 Tax & Compliance.

Employee Signature

Date

cc: Employee
Dept. Employee File