



Departmental Cash Collection Application

Departments seeking to collect cash (defined as currency, check, and/or credit card) must be approved by the planning unit CFAO and the Bursar. Complete and submit the following application form to bursar@ohio.edu. Please read the Cash Handling Procedures (<https://www.ohio.edu/bursar/cash-handling.cfm>) and Deposits of Funds Policy 51.001 (<https://www.ohio.edu/policy/51-001.html>) to make sure your department will be able to comply with all requirements.

Cash handling units are subject to audit by Ohio University Internal Audit at any time.

For assistance or questions regarding this form, please contact Sherry Rossiter, Bursar, at downs@ohio.edu or 740-593-4129.

CONTACT INFORMATION

Contact Name	_____	Phone	_____
College/Division Name	_____	Email	_____
Department Name	_____	Campus	_____
Location of Cash Collection	_____		

ACTIVITY

Name of Activity		
Is the activity new or existing?		
Describe in detail the business purpose and nature of the revenue producing activity.		
Who will be your customers?		
URL		
Desired Start Date		
Estimated annual amount to be collected		
Type of collection point	<input type="checkbox"/> Temporary (i.e. one-time event) <input type="checkbox"/> Permanent	
Frequency of collections	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annual <input type="checkbox"/> Other	
Forms of payment to be accepted	<input type="checkbox"/> Currency <input type="checkbox"/> Credit Cards <input type="checkbox"/> Checks <input type="checkbox"/> Other	
Description of internal controls and reconciliation process.		

Description of security measures for safeguarding funds prior to deposit.

PERSONNEL

List the primary and back-up employees performing cash handling duties to ensure that proper segregation of duties will be maintained.

Note: 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.

	Employee Name	Position Title
Receipting	<i>Primary</i>	_____
	<i>Backup</i>	_____
Deposits	<i>Primary</i>	_____
	<i>Backup</i>	_____
Reconciliations	<i>Primary</i>	_____
	<i>Backup</i>	_____

VENDORS

Will there be any external vendors involved with any part of the money-handling (e.g. point-of-sale system, credit card processing system, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) of external vendor(s):
What products/services do the external vendors provide?
Is there a completed contract in place with the vendor now?

APPROVAL

Signature of Requestor	Email Address	Date
CFAO Signature	Date	

For Office Use Only		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reviewed By		Date	
Reason for denial:			