



AUTHORIZATION TO RECEIVE AND DEPOSIT CASH ON BEHALF OF THE UNIVERSITY

Department: _____ Organization #(s) _____

Add additional organizations at the bottom of this form

Nature and frequency of cash receipts:

Which of the following applies:

- Cash is collected and deposited in the Cashier's Office
- Cash is collected and deposited to a bank account designated as a UALR depository

I have read and understand Title 19, Chapter 4, Subchapter 5 (R4-19-501, Cash Receipts Internal Control) of the Accounting and Budgetary Procedures Manual of the State of Arkansas, which pertains to control of cash receipts. In addition, my department has written procedures which meet the guidelines in the UALR Procedures for Collection of University Funds and Compliance to PCI Regulations. Employees who handle cash in this department will be trained and knowledgeable about the procedures and their accountability prior to being given this responsibility. Our current procedures are attached to this authorization and will be updated, as necessary.

Requestor:

Printed Name

Email

Signature

Phone Number

Title

Date:

Approved:

Bursar

Printed Name

Date: _____

Signature