



Collect and/or Handle Cash

ROUTING
UAR, MSC 4570
uar@nmsu.edu
Phone 646-4911
Fax 646-7773

Purpose - This form is to be used when an NMSU department wishes to collect and/or handle cash on a temporary or permanent basis for the purpose of sales and/or services. Prior to requesting approval to collect/handle cash, please thoroughly review the general Cash Safeguarding Manual located at www.nmsu.edu/~uar/cashiering.

Please answer the following questions and attach any additional information, that further defines and supports this request. Submit completed request to: NMSU Controller, MSC 3AA, PO Box 30001, Las Cruces, NM, 88003.

SECTION 1: REQUESTOR INFORMATION

Name: _____ Phone: _____ E-mail Address: _____

SECTION 2: REQUEST DETAILS

The period for collection of cash will be:

- On an on-going permanent basis
- On a short-term temporary basis. Begins on: _____ ends on: _____

The purpose of collecting cash will be:

Check all types of cash that will be collected:

- Paper and Coin Currency
- Checks
- Credit Cards
- EFT Bank Transfers

Is there a need to have paper and coin currency on-hand to make change?

- No
- Yes – In the amount of \$ _____

List the individual(s) that will directly be responsible for collecting funds:

List the name of the individual who will be responsible for individual(s) collecting cash:

SECTION 3: REQUESTOR APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Reset