

# University Housing Cash-Handling Preliminary Checklist

This form will help you as you begin to plan an activity during which any cash-handling will take place. Please schedule an appointment with the Manager, Residence Life Operations (5-3700) to go over this form, and to discuss the details of your event.

1. Is a change fund needed?  Yes  No
  
2. What other supplies will you need?  Cash Box  Bank Bag  Cash - Amt. \_\_\_\_\_  
 Receipt Book  Restrictive Endorsement Stamp
  
3. How will cash/cash equivalent be received?  Mail  In Person
  
4. Who is going to collect, receipt & record the cash/cash equivalent? All must be trained. (List the names of all individuals who will be handling cash.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
5. Who will be responsible for ensuring the cash/cash equivalents is/are secured? \_\_\_\_\_  
 \_\_\_\_\_
  
6. Who will balance the records (daily)? **This cannot be the same person as #7.** \_\_\_\_\_
  
7. Who will prepare the deposit? **This cannot be the same person as #6.** \_\_\_\_\_
  
8. If applicable, who will transport the cash to University Housing? (This must be done daily.) \_\_\_\_\_  
 \_\_\_\_\_
  
9. Who will be responsible for reconciliation? \_\_\_\_\_
  
10. Who will be responsible for the management review? (This person will be responsible for overseeing the entire cash-handling operation.) \_\_\_\_\_
  
11. Who still needs training? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_