



CALIFORNIA STATE UNIVERSITY, FULLERTON
 DESIGNATION AS UNIVERSITY CASH COLLECTION POINT

This serves as formal authorization for the department/operating area identified below to act as a “University Cash Collection Point” and accept cash and cash equivalents. All cash and cash equivalents must be collected, processed, documented, secured, and deposited in a timely manner in accordance with the requirements of [Integrated California State University Administrative Manual \(ICSUAM\)](#) Sections 3101.02 and 3102.01 through 3102.06 as well as the [University’s Cash Management Policy](#). All cash and cash equivalents must be deposited with the Main Cashier’s Office (GH-180) using the assigned CASHNet Item Code(s) and campus [Deposit Form](#) or with the campus approved armored carrier service. In addition, all designated University Cash Collection Points are subject to periodic review by the Controller’s Office. Designation as a University Cash Collection Point may be discontinued at any time should the department/operating area fail to comply with CSU and University policies. For additional cash handling training, please contact the Controller’s Office or the Director of Student Financial Services.

GENERAL INFORMATION			
Department/Operating Area			
Name of Responsible Manager			
Responsible Manager Email/Extension			
Purpose for Cash Collection			
Location Where Cash will be Collected and Secured			
CERTIFICATION			
<i>The undersigned certifies that they have read, understand, and will comply with all requirements for designation as a University Cash Collection Point.</i>			
Requester	Name	Signature	Date
Responsible Manager(s) ¹			
Cash Handling Personnel ¹			
APPROVAL			
Title	Name	Signature	Date
Director of SFS			
Controller (CFO Designee)			
ADDITIONAL INFORMATION	NOTES		

¹ Controller’s Office must be notified immediately of any change in Responsible Manager(s) or Cash Handling Personnel.

▪ Cash Net Item Code(s) Assigned	Yes [] No []	
▪ Locking Bags	Yes [] No []	
▪ Endorsement Stamp	Yes [] No []	
▪ Change Fund	Yes [] No []	
▪ Petty Cash	Yes [] No []	
▪ Deposits: UH180/Armored Carrier	Yes [] No []	