

AUTHORIZATION TO HANDLE CASH/CHECK/PAYMENT CARD RECEIPTS/DISTRIBUTE GIFT CARDS FOR FISCAL YEAR _____

I certify that I have been authorized to handle cash/check and/or payment card (credit/debit) receipts as noted below. If applicable, I certify that I have been authorized to serve as custodian of the change fund noted below and hereby acknowledge receipt of such change fund.

I have received, read and agree to adhere to the policies and procedures regarding cash handling. These policies and procedures include: UHV Policy B-6, Cash Funds and Cash Handling, UHV Policy B-7, Change Funds, and UHV Policy A-10, Donation Reports. I agree to complete the required training for my designated cash responsibilities, as noted below. I further agree to comply with Payment Card Industry (PCI) Compliance practices described in the Credit Card Processing and Credit Card Data Security training modules.

I also understand and agree to accept responsibility for the accounting and control of the cash and payment card information in accordance with the policies and procedures.

I agree to never store customer credit card numbers on my computer or in my files. I understand my responsibilities to protect personally identifiable information belonging to students, staff, or instructors. I agree to immediately report irregularities or suspected fraud to my supervisor or Fraud and Non-Compliance Hotline in accordance with UHV procedures.

TYPE OF CASH RESPONSIBILITY (check all that apply)

- Cash/Check Receipts
 - Payment Card Receipts
 - Gift Card Distributor
 - Change Fund Custodian Amount of Fund: \$ _____
 - Other (i.e. transportation of deposits): _____
- Fund Cost Center Number: _____

Name of Cash Handler/Custodian: _____ **Date:** _____

Department: _____ **Employee ID:** _____

Signature of Cash Handler/Custodian: _____

Department Head: _____ **Date:** _____

Signature of Department Head: _____

<p>For Finance Use Only: Training Completion Verified</p> <ul style="list-style-type: none"><input type="checkbox"/> Cash Handling (All)<input type="checkbox"/> Credit Card Processing (Only if Payment Card Receipts)<input type="checkbox"/> Credit Card Data Security (Only if Payment Card Receipts)
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