

Cash Handling Authorization Form

This form is to be completed prior to any university employee handling university funds, in any form. The completed form should be maintained by the employee's supervisor.

This form is available at: budget.unt.edu

Employee Name: _____

Date: _____

Department Name: _____

SECTION A – To be completed by the Employee

- I have completed Cash Handling Training and understand that it is my responsibility to attend training annually.
- I have received a copy of my department's Cash Handling Procedures.
- I am aware of, and have read and reviewed UNT's Cash Handling policies and procedures.
- [10.006](#) – Obtaining and Controlling Cash Funds
 - [10.024](#) – Sales and Receipt of Funds
 - [10.035](#) – Accepting Credit Cards
- I accept the responsibility for the funds and the accounting thereof under my control, in accordance with these policies and procedures.

Employee Signature _____ Title: _____ Date: _____

SECTION B – To be completed by the Employee's Supervisor

This employee is authorized to accept cash for University business in accordance with Policy 10.006 Obtaining and Controlling Cash Funds, and has attended Cash Handling Training. I understand that each employee authorized to handle cash must attend annual Cash Handling Training.

Supervisor Signature _____ Title: _____ Date: _____

SECTION C – To be completed by the Petty Cash or Change Fund Custodian, if fund exists. (Leave blank if your department does not have a petty cash or change fund).

This employee has attended Cash Handling Training. I understand that each employee authorized to handle cash must attend annual Cash Handling Training.

Custodian Signature _____ Title: _____ Date: _____

**A copy of this form should be maintained by the employee's supervisor in accordance with [UNT Policy 04.008](#),
Records Management and Retention.**