

PROCEDURE

Effective Date: 8/29/07

Approved By: Vice President George Pierce

Authority: RCW

Cancels:

See Also: POL-U5351.04: Issuing and Maintaining Pre-Numbered Receipts FORM: Request for Manual Receipt Book**PRO-U5351.04A****ISSUING, MAINTAINING AND ACCOUNTING FOR
MANUAL RECEIPT BOOKS AND RECEIPTS***Action by:**Action:*

Financial Manager

1. If ordering receipt books from the University Cashier, **completes** Request for Manual Receipt Book form.
 - 1a. If the cash handler is a cashier in the University Cashier office, **requests** manual receipt book from the Cashier Supervisor and **proceeds** to Step 9. *(2-part form available upon request from University Cashier)*

Authorized Department Representative

2. **Delivers** form to Cashier Supervisor.

Cashier Supervisor

3. **Reviews** form for content and completeness.
 - 3a. If form is not accurate or complete, **contacts** Financial Manager for necessary information.
4. **Obtains** the next sequentially numbered book(s) from the receipt book inventory.
5. **Accesses** manual receipt log and **enters** the date and range of receipt numbers on receipt book(s) to be issued to cash handler.
6. **Enters** number of receipt books and range of receipt numbers on the request form.
7. **Presents** manual receipt log and request form to authorized cash handler for signature.
 - 7a. If cash handler is a cashier in the University Cashier office, **presents** log only.
8. **Delivers** receipt book(s) to cash handler.

Cash Handler

9. **Signs** log; **Signs** request form if applicable.

10. **Secures** manual receipt book at workstation.

Cashier Supervisor

11. **Signs** log; **Signs** request form if applicable.

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Financial Manager

12. **Sends** yellow copy of completed request form to Financial Manager; **Attaches** white copy of form to the log.
13. **Monitors** manual receipts issued to cashiers in University Cashier office periodically to ensure that all are accounted for and appropriately entered into University financial repository.
14. **Monitors** and **accounts** for departmental manual receipts in accordance with departmental procedure and University Policy U5351.04 Issuing and Maintaining Pre-Numbered Receipts.