

## HOW TO COMPLETE REQUEST to ESTABLISH/MAINTAIN CASHIERING COLLECTION POINT FORM

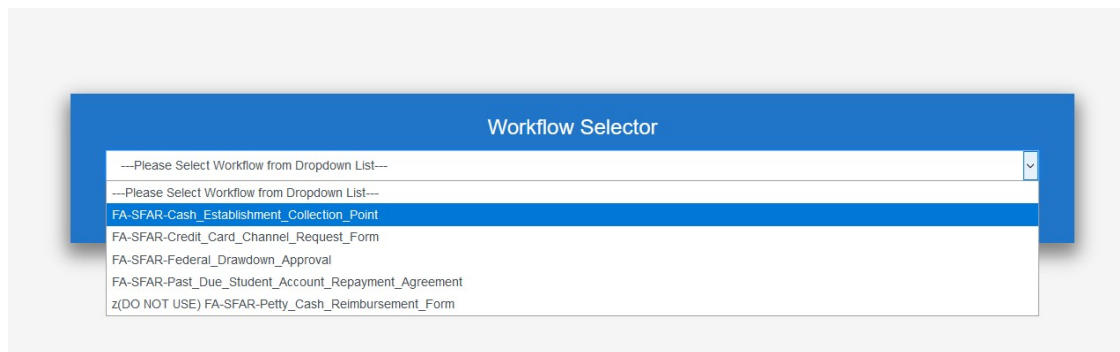
1. Review the procedures for establishing or maintaining a cash collection site and click either link to the form (**this must be performed by the MPP that will approve and oversee the cash collection site**). The MPP should know all custodians who will be responsible for handling cash prior to completing the form.

### How to Establish or Maintain a Cash Collection Site

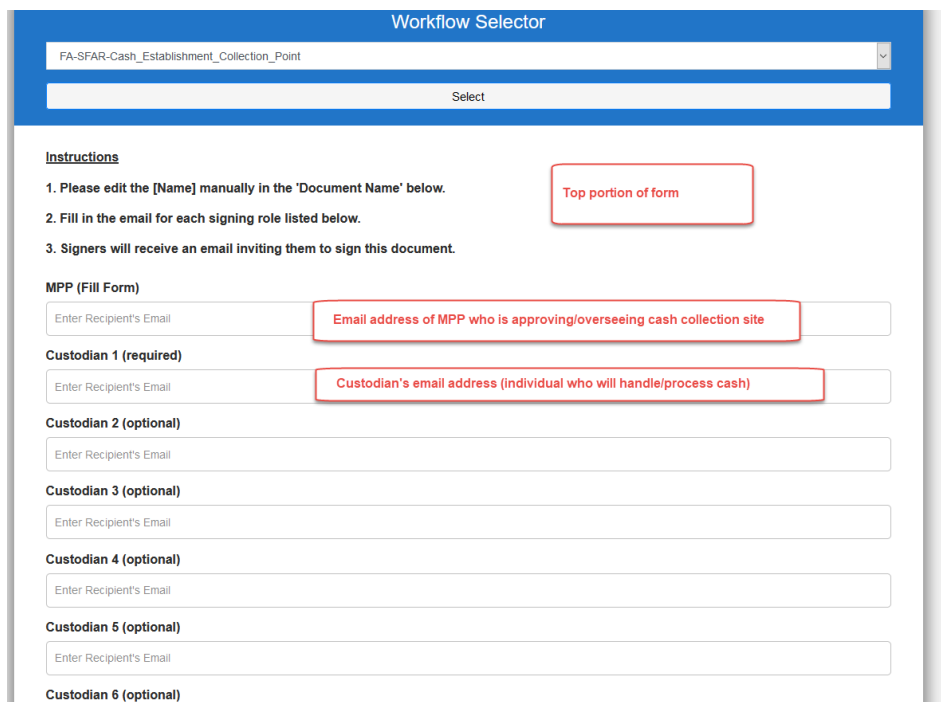
Departments wishing to establish themselves as a cash collection site must first receive authorization from the university's CFO or their designee. Departments can receive authorization by reviewing the current campus [Cash Handling Procedures](#) and then completing and submitting the [Request to Establish/Maintain Cashiering Collection Point](#) form (Select: FA-SFAR-Cash\_Establishment\_Collection\_Point).

Managers overseeing approved cash collection sites must resubmit and update all relevant information (including any changes to approved custodians, frequency of collections, etc.) to Student Financial Services no later than June 1<sup>st</sup> to maintain approval from the university's CFO or their designee to collect cash, checks, and credit/debit cards for each new fiscal year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. Managers at approved cash collection sites can resubmit via the [Request to Establish/Maintain Cashiering Collection Point](#) form (Select: FA-SFAR-Cash\_Establishment\_Collection\_Point).

2. On the next page, select "Cash Establishment Collection Point."



3. Enter the email address for the approving MPP and each custodian that will be handling cash.

A screenshot of a web application form titled 'Workflow Selector'. The dropdown menu is closed, and the selected workflow is 'FA-SFAR-Cash\_Establishment\_Collection\_Point'. Below the dropdown is a 'Select' button. The form contains instructions and several input fields for email addresses. The instructions are: 1. Please edit the [Name] manually in the 'Document Name' below. 2. Fill in the email for each signing role listed below. 3. Signers will receive an email inviting them to sign this document. The input fields are: 'MPP (Fill Form)' with a red box around it containing the text 'Email address of MPP who is approving/overseeing cash collection site'; 'Custodian 1 (required)' with a red box around it containing the text 'Custodian's email address (individual who will handle/process cash)'; 'Custodian 2 (optional)'; 'Custodian 3 (optional)'; 'Custodian 4 (optional)'; 'Custodian 5 (optional)'; and 'Custodian 6 (optional)'. Each field has a placeholder text 'Enter Recipient's Email'.

- Enter the MPP email address again and the Cashier Lead and CFO/Designee email addresses; add a message if applicable and click the 'Submit' button.

The screenshot shows a web form with several sections. Red callout boxes highlight the following elements:

- Bottom portion of form:** A red box pointing to the bottom of the 'Custodian 9 (optional)' field.
- Enter MPP Email address here again:** A red box pointing to the 'MPP (Final Approval)' field.
- Enter mnoel@csusm.edu:** A red box pointing to the 'Cashier Lead (mnoel@csusm.edu)' field.
- Enter jdrake@csusm.edu:** A red box pointing to the 'CFO or designee (jdrake@csusm.edu)' field.
- Add a message if applicable and click 'Submit' button:** A red box with two arrows pointing to the 'Messages' text area and the 'Submit' button.

The form fields include:

- Custodian 9 (optional):** Enter Recipient's Email
- MPP (Final Approval):** Enter Recipient's Email
- Cashier Lead (mnoel@csusm.edu):** Enter Recipient's Email
- CFO or designee (jdrake@csusm.edu):** Enter Recipient's Email
- Document Name:** FA-SFAR-Cash\_Establishment\_Collection\_Point - [Name]
- Messages:** Please Sign.
- Files:** Document FA-SFAR-Cash\_Establishment\_Collection\_Point
- Submit:** A blue button at the bottom.

- The AdobeSign document will route first to the MPP, then to each custodian, then back to the MPP for review/final authorization, and lastly to Cashier Lead and CFO/Designee for review and decision (approved or denied)
- The MPP will be responsible for filling in all requested fields; the first section contains general information:



California State University  
SAN MARCOS

**REQUEST TO ESTABLISH/MAINTAIN CASHIERING COLLECTION POINT**

*Instructions:* Submit this form to Student Financial Services no later than June 1st each year to obtain approval from the Chief Financial Officer to collect cash, checks, and credit cards for each new fiscal year beginning July 1st and ending June 30th.

**Section A (General Information)**

Type of Request: New Effective for Fiscal year: FY21/22

Department Name: Student Financial Services

Cashiering Collection Point Name: Darci Lang

Management Personnel Person (MPP) Overseeing Cash Collection Site: Nasrin DeCoux

MPP Phone: 760-750-4484 MPP Email: ndecoux@csusm.edu

Describe the goods, services, and/or donation for which you will receive payments. Please be specific:  
Higher Education tuition payments

Describe the security arrangements for cash collection (i.e. locked cash box, cash register, safe, vault, etc.):  
Locked cash box

Expected Frequency of Collections: 3-4 Times A Week

Average Amount Per Frequency: \$250 - \$499

Payment Types To Be Collected: (Check all that apply. Please choose at least one payment type)  
Cash:  Credit/Debit:  Checks:

The second section is the questionnaire section. This section must be completed by the MPP authorizing/overseeing the cash handling site. The MPP confirms that they are aware of the various procedures the cash handling site must comply with and acknowledge those practices either will be or have been followed.

Segregation of Cash Handling Duties (ICSUAM 6202.00)			
		Yes	No (explain)
1.	Are segregation of duties setup to ensure that individuals who handle or have access to cash, checks, or credit card information <u>do not</u> : <ul style="list-style-type: none"> <li>• Have access to approve or post journal entries?</li> <li>• Follow-up with accounts receivable collections?</li> <li>• Have the ability to process refunds, authorize or make adjustments to a customer's accounts receivable balance?</li> </ul>	<input checked="" type="checkbox"/>	
2.	Is each cashier assigned a unique User ID, login, and password not accessible by, or shared with other individuals?	<input checked="" type="checkbox"/>	
3.	Is each cashier provided with a cash register drawer, a cash drawer insert, or other secure cash receptacle to which only the cashier has access?	<input checked="" type="checkbox"/>	
4.	Are cashiers locking all cash and cash equivalents in a drawer or receptacle whenever leaving the immediate area?	<input checked="" type="checkbox"/>	
5.	For cash receipts received through the mail, are the cash receipts opened in dual custody and logged?	<input checked="" type="checkbox"/>	
6.	Are cash equivalents being restrictively endorsed (endorsement stamp) no later than the close of business on the date of receipt?	<input checked="" type="checkbox"/>	
7.	Are deposit counts being verified by a second person?	<input checked="" type="checkbox"/>	
8.	Are mailed remittances being verified and processed by separate individuals?	<input checked="" type="checkbox"/>	

7. Upon completing the questionnaire, the MPP will sign the document, and the document will be routed to custodians for their signature. Upon each custodian signing, the document will be routed back to the MPP for review and one last signature/authorization, before being routed to Student Financial Services for review

If any questions remain, or any assistance with the form is needed, please contact Student Financial Services at [sfs@csusm.edu](mailto:sfs@csusm.edu) or 760-750-4490.