

Interdepartmental Cash Log

Party Giving Cash			Party Receiving Cash			Date	Amount	Envelope Sealed?
Initials	Print Name / Phone #	On Behalf of <small>(dept, group, etc.)</small>	Initials	Print Name / Phone #	On Behalf of <small>(dept, group, etc.)</small>			

Instructions and Notes:

- This form is to be used any time cash belonging to another party is being held by someone other than the campus **Cashier**.
- Each time cash changes hands, both the giving and receiving parties must complete a new line of this log.
- If cash is being temporarily held in a campus safe, it must be deposited with the campus **Cashier** within 3 days.
- The final destination of all cash should be the campus **Cashier** - turn this form in with your deposit. The campus **Cashier** will forward this form to the **Accounting Manager** for filing (77 Mac, 302D).
- If, for some unusual reason, the final destination of the cash is somewhere other than the campus **Cashier**, turn this form in to the **Accounting Manager** (77 Mac, 302D). **NOTE:** This would be very rare circumstance.
- When depositing cash with the campus **Cashier**, if you need help with a FOAPAL, please call the **Accounting Manager** (x6234).
- If you have any questions about this form, please call the **Accounting Manager** (x6234).