Interdepartmental Cash Log

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

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 **Director of Accounting** 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 **Director of Accounting** (77 Mac, 302D). **NOTE:** This would be a very rare circumstance.

- When depositing cash with the campus **Cashier**, if you need help with a FOAPAL, call the **Director of Accounting** (651-696-6234).

- If you have any questions about this form, call the **Director of Accounting** (651-696-6234).