

New Mexico State University
University Accounts Receivable
Request to Collect/Handle Cash

Purpose: This form is to be used when an NMSU department wishes to collect and/or handle cash on a temporary or permanent basis for the purpose of sales and/or services. Prior to requesting approval to collect/handle cash, please thoroughly review the general Cash Safeguarding Manual located at www.nmsu.edu/~uar/cashiering

Please answer the following questions and attach any additional information, that further defines and supports this request.

The period for collection of cash will be:

on an on-going permanent basis

on a short-term temporary basis - begins on _____, ends on _____

The purpose of collecting cash will be:

Three horizontal lines for writing the purpose of collecting cash.

Check all types of Cash, that will be collected:

- paper and coin currency
checks
credit cards
EFT bank transfers

Is there a need to have paper and coin currency on-hand to make change?

No

Yes In the amount of \$ _____

List the names of individual(s) that will directly be responsible for collecting funds:

Three horizontal lines for listing names of individuals responsible for collecting funds.

List the name of the individual who will be responsible for individual(s) collecting cash:

One horizontal line for listing the name of the individual responsible for collecting cash.

Request Contact Person:

Name: _____

Phone: _____

Address: _____

SUBMIT COMPLETED REQUEST TO:

NMSU Controller
MSC 3AA, PO Box 30001
Las Cruces, NM 88003