

Cash Box and/or Portable Credit Card Scanner Request

Requests for cash boxes and/or portable credit card scanners for special functions or activities should be presented to the campus cashier office or faxed to 972-758-3843 at least seven (7) business days before the funds/scanners are needed. Cash/scanners will be picked up and returned to the requested campus cashier office during normal business hours by the organization's representative. Organization representative is responsible for requesting and viewing PCI compliance training through HR and security of the funds, scanners, and credit card transaction logs.

Date Required:		Cash Requested*:	\$ -
Date Returned:		Cash Approved:	\$ -
Organization:			
Responsible Person:		Card Scanners Requested:	
CWID:		Credit Scanners Approved	
Phone Number:			
Email contact:		Date received by bursar staff:	
Preferred Pick-up Campus:			

*Please specify any requirements for specific denominations or coins:

\$20 _____	.25 _____
\$10 _____	.10 _____
\$ 5 _____	.05 _____
\$ 1 _____	.01 _____

Funds Disbursed to Organization:

Received by: _____	Cashier: _____
Date: _____	Date: _____
Amount: \$ _____	# Scanners _____
Signature: _____	

Funds Returned:

Returned by: _____	Cashier: _____
Date: _____	Date: _____
Amount: _____	# Scanners _____
Signature: _____	

Any funds collected should be deposited to the organization's account, following normal daily deposit procedures. Present deposit documentation, including complete FOAP for deposited funds, tender break down of deposit, and total amount of deposit to the specified Bursar Office location. Bursar Office will provide TouchNet receipt for deposited funds.