Cash Box and/or Portable Credit Card Scanner Request

Cash box and portable credit card scanner requests for special functions or activities must be presented to the campus cashier's office at least seven (7) business days prior to the event. Cash and scanners should be collected and returned by a Collin College staff member during regular business hours. The staff member representing the organization is responsible for requesting and viewing PCI compliance training through HR and security of the funds, scanners, and credit card transaction logs. Cash, scanners, and deposit documentation (include complete Revenue Category and Cost Center for deposited funds, tender break down of deposit, and total amount of deposit) must be submitted to the campus cashier's office **no later than the following business day.** Any funds collected will be deposited to the organization's account, following normal daily deposit procedures.

Date Required:		Cash Requested*:	
Date Returned:		Cash Approved:	
Organization:			
Responsible Person:		Card Scanners Requested:	
CWID:		Card Scanners Approved:	
Contact Phone:			
Contact Email:		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: _____