

ARIZONA STATE UNIVERSITY
EMPLOYEE TRAINING VERIFICATION
CASH AND CHECK HANDLING PROCEDURES*

EMPLOYEE NAME (print) _____

The undersigned employee acknowledges that he or she has received complete training in all phases of the payment handling process. This includes:

1. thoroughly reviewing the Financial Services' Office Policies and Procedures Manual subject areas in Section 300, "Deposits of University Funds"
2. reading and understanding any internal departmental policy manuals and/or procedures and
3. training and supervision on the cash register or other machine used for cash-handling.

The employee also agrees to comply with ASU's payment handling policies and procedures.

Employee's signature _____ Date _____

I have briefed the employee on basic procedures and believe the employee has adequate training.

Supervisor's signature _____ Date _____

*Maintain this form in employee's personnel file in the department.

9/23/98