

ARIZONA STATE UNIVERSITY
EMPLOYEE ANNUAL REVIEW
CASH AND CHECK HANDLING PROCEDURES*

EMPLOYEE NAME (print) _____

The purpose of the annual review is to have the undersigned employee acknowledge that he or she has reviewed all phases of the payment handling process with his or her supervisor. This includes:

1. thoroughly reviewing the [Financial Services 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.

3/25/05