

ARIZONA STATE UNIVERSITY

ANNUAL CERTIFICATION/ATTESTATION

CASH AND CHECK HANDLING PROCEDURES*

DEPARTMENT OR AREA: _____

As the chief business or financial manager of the above noted department or college/vice-presidential area (“Area”), I hereby attest that to the best of my knowledge my Area is operated in compliance with applicable University policies regarding financial transactions, including the adequacy of the cash and check handling process in the Area for which I am responsible. My attestation includes:

1. Certifying that the cash handling process is effective and that all necessary internal controls in the process are present and functioning as intended.
2. Ensuring that all cash handling personnel have reviewed and are adequately trained on the Financial Services Policies and Procedures Manual, specifically the subject areas in Section 300, “Deposits of University Funds” and especially Policy 307: “Departmental Cash and Check Receipting:”
3. Ensuring that each existing “desk manual” for cash and check handling is tailored to the area in which it is being used, is current, complete, and available to all who may need to refer to it; and

I also agree to comply with all university-established cash and check handling policies and procedures, and the policy on “Misuse of University Assets” (ACD 123).

Employee Name (print) _____

Employee’s Title _____

Employee’s Phone Number _____ Location _____

Employee’s Signature _____ Date _____

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I have reviewed the above attestation of the cash and check handling process and procedures, and believe that the above named individual can appropriately and adequately be accountable for this cash and check handling responsibility and, as needed, the training of staff under his or her responsibility.

Supervisor’s Signature _____ Date _____

Supervisor’s Title _____

Director’s/Chair’s Signature (If not supervisor) _____

* This certification is to be completed annually by September 1st of each year, by the chief business or financial manager of each department and college or vice presidential unit, and then submitted to the Cashiering Services Office of Financial Services, with a copy of this form maintained in the employee’s personnel file in his or her respective Area.