

ARIZONA STATE UNIVERSITY

Annual Disclosure Supplement

(Supplement to the Annual Certification /Attestation, Cash and Check Handling Procedures)

This disclosure supplement needs to be completed by each department receiving cash and checks that is required in FIN 307 to complete the Annual Cash and Check Handling Procedures Certification/Attestation.

“Departments” exempted from this Annual Disclosure Supplement are only the colleges (Dean’s) and Vice President Offices.

For the last completed fiscal year, indicate the following:

Department: _____

Fiscal Year Ended: _____

Agency/Orgs Deposited To: _____

Total Deposits: _____

Break-down of Deposits:

Cash _____

Check _____

Credit Card _____

Other (Describe) _____

Person Completing this Form:

Printed Name: _____

Signature: _____ Date: _____

This supplement is to be attached to the Annual Certification/Attestation form when submitting to the Cashiering Services Office of Financial Services.