



Employee annual review — cash and check handling procedures

Please maintain this form in the employee's department personnel file.

Employee name: _____

ASU ID number: _____

The purpose of the annual review is to have the undersigned employee acknowledge that they have reviewed all phases of the payment handling process with their supervisor. The annual review process includes the following:

- Reading and understanding any internal departmental policy manuals and procedures.
- Reviewing section 300 of the [Financial Services manual](#).
- Train and receive supervision on the cash register or other machines used for cash handling.

Signatures

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

Employee's signature Date

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

Supervisor's signature Date