

**GUILFORD TEHCNICAL COMMUNITY COLLEGE**  
**Cash Receipt Book Request**

**To:** Tarsha Mathis, Cashier Services Coordinator

**From:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. From whom will you be collecting cash (and checks)?

\_\_\_\_\_

2. What is the nature of the cash collection? Check all that apply:

registration       patron fees       gifts/donations  
 other (if other, please explain) \_\_\_\_\_

3. What is the estimated number of receipts per week?

Less than 10       10-25       25-50       over 50

4. Who is responsible for writing the receipts?

\_\_\_\_\_

5. Explain how the money and the cash receipt book are safeguarded. For example, do you keep the money and the receipts in a locked deck or file cabinet?

\_\_\_\_\_

6. How and when are cash receipts delivered to the finance office?

Campus Police transports       Daily  
 Hand delivered       Weekly  
 Other \_\_\_\_\_

*Approved By:*

*Department Chair* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Dean/Division Head* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Finance Office Supervisor* \_\_\_\_\_ *Date:* \_\_\_\_\_