**SPRING FLING 2018**

**Cash Handling and Receiving Acknowledgement of Compliance Training**

I affirm, understand and acknowledge:

1. I have reviewed the **Robbery Safety** module of the Cash Handling and Receiving Training. I know how to remain safe and what to do if a robbery occurs.
2. I have reviewed the **Accepting Checks and Credit/Debit Cards** module of the Cash Handling and Receiving Training. I know what to look for when accepting checks and credit/debit cards.
3. I have reviewed the **Know Your Money** module of the Cash Handling and Receiving Training. I know what to look for when accepting cash. I have reviewed the University’s **Suspected Counterfeit Currency Procedures** understand what to do if I receive a counterfeit note.
4. I have reviewed the **Policy 8.10 Cash Receiving** module of the Cash Handling and Receiving Training. I understand this campus policy regarding receiving, receipting, depositing, reconciling and security of handling funds.
5. I have completed the **Cash Handling and Receiving Assessment** and have provided a copy of the certificate with this acknowledgement form.
6. If I am selected to process credit/debit cards, I have completed viewing the **Payment Card Security Awareness Training** video and have completed the **Credit Card Merchant Security Awareness Acknowledgement** form.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_