

Cash Incentive Finance Observed Mailing

Mailing Date: _____

- 1. Department Name: _____
Date of Request: _____ Requester: _____
- 2. Speedtype: _____ Account Code: _____
- 3. Incentive Denomination: _____ Total Amount Requested: _____
Total amount Mailed: _____ Remainder: _____

NOTE: Any money remaining must be deposited with the Bursar's Office the same day as the mailing. A copy of the cash receipt for the deposit must be attached to this form. Deposit the money against the same speedtype and account code as the original payment voucher.

- 4. List individuals that assisted with placing money in envelopes.

Printed Name

Signature

- 5. As requester for this mailing I certify to the following:
 - a. I picked up the funds from the Bursar's Office on the day of the mailing. Insertion of the cash for mailing was witnessed as indicated below.
 - b. Once the insertion was completed, the mailing was immediately taken to the Mail Center or Post Office. This was observed by the witness as indicated below.
 - c. Based on the number of mailings and the incentive denomination, all cash was accounted for. If there was money remaining, a cash receipt was processed to deposit it with the Bursar's Office. I have attached a copy of the cash receipt to this audit.

Requester Printed Name and Title

Phone Number

Requester Signature

Date

- 6. As Finance observer I witnessed this mailing and certify to the following:
 - a. I witnessed the insertion of cash for this mailing. Based on the number of mailings and incentive denomination, all cash was accounted for.
 - b. I witnessed the drop off of the mailing at the Mail Center or Post Office.

Finance Observer Printed Name and Title

Phone Number

Finance Observer Signature

Date