Form 2 - Approval of Receipting Station

Your application of ........../........./.......... for the establishment of a Receipting Station located
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is hereby Declined/Approved subject to the following conditions:

(CFO is to delete or amend the following list as appropriate)

The Receipting Station will observe the Money Handling Policy and Procedures as published on the
University’s Policy web site at all times, unless varied below:

☐ Your maximum monies holding at the close of business each day is set at $ ...............  

☐ In terms of clauses 4.13.4 of the Money Handling Procedures, banking of surplus monies is to be
at least ............................................... (frequency)

☐ Monies held overnight must be stored in a fire proof safe under the locked control of two staff
members

☐ Banking is to be performed using the services of ......................................................

☐ Other conditions as specified:

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Staff are required to comply with the above conditions which will remain in force until any
subsequent variations are approved in writing by the Chief Financial Officer.

This notice must be retained permanently and serve as a basis of training for staff performing all
aspects of Receipting Station duties, including Cashiers.

Chief Financial Officer

........./........./.........