



Maricopa Community Colleges

Cash Handling Acknowledgement

Fiscal Year 2010-2011

- As an employee of the Maricopa County Community College District (MCCCD) that is responsible in some way, however insignificant, for handling cash transactions (including, but not limited to: coins, currency, checks, money orders, credit cards, electronic funds transfers, tokens, gift cards, tuition waivers, parking fees, stamps, etc.), I certify that I have read, understand and will administer the cash handling procedures specific to my college or district office unit.
- I also certify that I understand that if a theft is suspected or has occurred at my college or district office unit, I will inform my supervisors as part of the college's or district unit's effort to ensure that the appropriate law enforcement authorities be notified.
- Finally, I acknowledge that I understand that if I am involved in inappropriate activity I may be disciplined by MCCCD up to and including termination.
- I acknowledge that reporting false or incorrect information will lead to appropriate disciplinary action. This information provided by me is complete and accurate as of today.

Print Name

Signature

Date

*** Return to Fiscal Office**