

Cash Handling Requirement Checklist

Please schedule an appointment with the Cash Liaison, Lateia Clark (310-824-8441) to discuss the process and supplies needed.

Instructions: *Check off items needed below*

Supplies		Timeframe	Supplies		Timeframe
<input type="checkbox"/>	Credit Card Machine	4 wks	<input type="checkbox"/>	Deposit Bag Plastic BofA	2 wks
<input type="checkbox"/>	Check Endorsement Stamp	2 wks	<input type="checkbox"/>	Dunbar Pick-up	3 wks
<input type="checkbox"/>	Deposit Slip	2 wks	<input type="checkbox"/>	Dunbar Receipt Book	3 wks
<input type="checkbox"/>	Bank Bag (RRH,MP)	2 wks	<input type="checkbox"/>	Credit Card Address Change	1 wk
<input type="checkbox"/>	Running Tape Calculator	1 wks	<input type="checkbox"/>	B-Rated Safe	3 wk
<input type="checkbox"/>	Coin envelopes	1 wks	<input type="checkbox"/>	Cash straps	1 wk

1. Is a change fund needed? Yes No
 - o Submit [CF Establishment or Increase](#) form request to Payment Solutions & Compliance: [MyUCLA Message Center](#)
2. Systems needed: CC CAD 100, CC CAD 170 Downtime receipts
 - o Place [Downtime Receipt](#) order with UCLA Document Services: MDDS@MDDS.ucla.edu
3. Equipment needs: Credit Card Machine (MID) PCI Training for all users
 - Safe Requirements: refer to UC Policy BUS-49
4. Main Cashier:
 - o [CashNet Training](#): Yes No
 - o Submit Supervisory Operator Request through [CashNet Registration](#) for Access and Training.
 - o Attach certificates and notify Payment Solutions & Compliance: [MyUCLA Message Center](#)
5. Order deposit bags: [B of A Deposit Bags](#)
6. [Dunbar New Location & Change](#) Setup: [MyUCLA Message Center](#)

Onsite Visit – during construction prior to opening of practice

- o Schedule a walk through site visit for cash controls – safe placement
- o Ensure Cash drawers have locks and keys have imprinted “do not duplicate”

Upon receipt of the following: