



# Anne Arundel Community College Request to Collect Cash & Checks

This form is to be used to request to collect cash & checks by any department as part of College business activities.

**Describe Event:**

**Date(s) of event:**

**Department:**

**Contact:**

**Employees who will be handling cash & checks:**

**Name:**

**Extension:**

**Name:**

**Extension:**

**Name:**

**Extension:**

**How will cash & checks be safeguarded (ex: lockbox, safe, register, etc.):**

Required	Signature	Print Name	Date
<b>Requestor</b>			
<b>Supervisor</b>			
<b>Controller</b>			