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 inventive 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 __________