

North Carolina Department of Administration

CASH RECEIPTING REQUIREMENTS

Prior to granting or continuing cash receipting privileges, the following questions must be answered to properly evaluate your needs.

What type of payments will be received?

- Cash
- Check
- Credit Card
- Electronic Funds

How often will the department receive payments?

- Daily
- Weekly
- Monthly
- Other, specify: _____

For the period checked, what is the anticipated average amount of payment?

Who are your payments received from?

- Staff Members
- Customer Vendors
- Participants
- Other, specify: _____

How are the payments received?

- In Person
- Mail
- Phone
- Web/Electronic

What equipment will you need to process transactions?

- Cash Register
- Credit Card Processor
- Debit Card Reader
- Other, specify: _____

Note: Equipment purchases must be pre-approved by the Chief Fiscal Officer: each Division will incur cost.

How will all non-deposited payments be safeguarded?

- Locked safe
- Other, specify: _____

Where will your payment activity be performed?

- On-site, note bldg/office: _____
- Off-site, note address: _____
- Other, specify: _____

How will you transport your deposits to the Administration Office of Fiscal Management?

Does the depositor (employee) have or perform any of the following?

- Delegated signature authority for supervisors/managers
- Prepare miscellaneous billings, specify method: _____

