

**UNIVERSITY OF WEST FLORIDA  
CONTROLLER'S OFFICE  
REQUEST FOR CASH TRANSMITTAL ACCESS**

The department creating forms is responsible for maintaining accountability of them. This includes all voided forms and the appropriate departmental copy for audit purposes.

**REQUESTOR**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
UWF ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

**SUPERVISOR APPROVAL**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Cash collection points are NOT to accept cash on a student's behalf. If a student has a charge on their student account for tuition, housing, etc., they should be directed to the Cashier's Office to pay in person.**

Brief statement regarding the use of the form to be indicated below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTROLLER'S OFFICE APPROVAL**

Approved by:

Date:

\_\_\_\_\_