

## Individuals Involved in Cash Handling

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Department of Chemistry

Updated: 10/27/07, 05/19/09, 08/05/2013

The following individuals are authorized department cash handlers.

<b><u>Name</u></b>	<b><u>Role</u></b>
Olivia Nixon, Financial Coordinator 2	Collects checks, writes/mails receipts, records check data in the Check Log.
Hillary Roth, Financial Coordinator 1	Reconciles checks to receipts. Prepares deposits and journal entries.
Sylvia Harris, Assistant DBA	Verifies deposits to the financial system. Ensures monthly reconciliation of the Check Log.
Elsie Myers, DBA	Certifies deposits. Ensure adequacy of physical safeguards, timeliness of deposits, and completion of annual "Acknowledgement of Cash Handling Duties" form.