

Bursar

Cash/Credit Card Handling and Acceptance: Security Ethics Certification

The following individual is hereby granted permission to accept and process cash and/or credit card payments and the associated personal identifiable information in conjunction with performing duties for Temple University.

Provide justification for this requestor to have access and process cash and/or credit card transactions:

I have read the University's Credit Card Handling and Acceptance Policy (Policy Number 05.20.17) and Cash Handling Policy (Policy Number 05.20.12) and understand that personal and financial information is confidential. If I misuse or otherwise improperly disclose confidential information, I will be subject to disciplinary action, up to and including discharge of employment.

Requestor Name: _____ TU ID number: _____
(Print)

Requestor Signature: _____ Date: _____

Approval Signatures

Supervisor Name: _____ Department: _____
(Print)

Supervisor Signature: _____ Date: _____

Budget Unit Head Name: _____ Department: _____
(Print)

Budget unit Head Signature: _____ Date: _____