



**Texas A&M AgriLife Banking and Receivables
Unit - Cash Order Requests**

- Unit submits voucher request (L doc) through AgriLife Disbursements for cash. Vendor IDs noted below.
 - 3555555555N – AgriLife Extension
 - 35565565560 – AgriLife Research

- Unit submits cash request to BAR@ag.tam.u.edu , include Ldoc number reference, date of event/activity, date cash is needed, and change totals required, include cash quantity breakdown per bill amount. Example below:

Quantities of Cash/Change:	21	\$100.00	\$2,100.00
	147	\$ 20.00	\$2,940.00
	7	\$ 10.00	\$ 70.00
	14	\$ 5.00	\$ 70.00
	20	\$ 1.00	\$ 20.00
Total Cash:			\$5,200.00

- When Banking and Receivables receives the check from AgriLife Disbursements, the cash is ordered from Wells Fargo.
- When the cash is received and verified by AgriLife Banking and Receivables from Wells Fargo the unit is notified for pickup.
- A representative from the unit verifies cash received from AgriLife Banking and Receivables. The cash is counted in the presence of both parties and unit signs for custody of funds.
- Driver’s License is required for cash pickups by unit representatives.
- Cash pickup over \$2,500 requires presence of two-unit representatives.
- AgriLife Banking and Receivables will place cash orders on an as needed basis.
- Unit best practice when cash needs occur is to contact AgriLife Banking and Receivables at least two weeks before the event/activity for which the money is needed.