

CASH HANDLING SUPPLY NEEDS

Each unit may need the following supplies.

Supply	How to Obtain	Approximate Cost
Clear Deposit Bags	OfficeMax, MFG# A4236201020 *Must order this exact item	\$27.97 / box (100/pk)
Lockable Cash Box/ per collector * contact maintenance to mount/secure it to the drawer	OfficeMax, Page 326, item A # A42215CBTGY	\$28.17 each
Credit Card Machine – 1 per unit (only to be purchased after discussing with Sara Jedlicka, Treasurer's Office) . (for Visa and MasterCard) Recommended Models: <ul style="list-style-type: none"> ◆ Omni 3200 SE ◆ Hypercom T7 Plus ◆ Hypercom T7 PT (comes with a thermal printer – don't have to replace ribbon) 	Paymentech (UIHC's Vendor): Phone Order: Dorothy Holden (866)383-2024 x7407 Internet site: http://www.paymentech.net/sol_poiofsalso_page.jsp Over the phone training and user manual provided Techstar: Phone Order: (877)517-5855 Internet order: http://www.techstar.mitowne.com/ User manuals provided Items ordered through vendors other than Paymentech will require approx 40 minute initial programming/set up with Paymentech.	Paymentech: Omni 3200 = \$550.00 Hypercom T7p and T7pt = \$540.00 Techstar: Omni 3200 = Sale Price \$299.99 (+ 29.95 shipping), Regular Price \$399.99 (Includes 6 mo. warranty) Hypercom T7 = 289.99 (+ 29.95 shipping)
Restrictive endorsement stamp: "For Deposit Only University Of Iowa Department Name"	OfficeMax; Self-Inking Large Business Stamp 1 1/8" x 2 11/16"; characters per line 30 MFG# RIP-50	Approx \$26
Paid Stamp: "Paid University Of Iowa Department Name"	OfficeMax; Self-Inking Stamp; 3 Lines 1/2" x 1 3/8"; characters per line 15 MFG#: RIP-20	Approx \$18.70
Downtime/Manual Receipts (duplicate/pre-numbered)	OfficeMax, MFG # P346820	\$2.40/ book (50sets)
Safe or locked Drawer (limit access)	OfficeMax #E5MS1206 Safe, 12" x 6" BK *Locked Drawer can be used in place of a Safe	\$199.80 for Safe
Bank Bags (zippered and lockable) / per collector	OfficeMax, p.324, item F MFG# A4233-0881W-08 18 oz Cotton Duck Cloth MFG# A4233-0981W-08 3 ply Laminated Nylon * Not required if cash fund will be stored in the locked box mounted to a drawer or contained in a locked drawer.	\$14.10 each
Change Fund – \$XX per collector (Amount requested to be determined by the Cash Collection Point Supervisor)	http://www.uiowa.edu/~eforms/ap/vchr&inv.pdf Complete the Non-PO Voucher and Invoice form. (Only obtain a change fund if change will be made on a consistent basis, such as daily/weekly and keep the amount to a minimum).	\$0
Daily or Shift Drawer Reconciliation	Template provided at <i>Cash Handling</i> website	\$0
Cash Receipts Journal	Template provided at <i>Cash Handling</i> website: coming soon.	\$0