

The Office of Finance and Administration of FIU has established [Cash Control Policy 1110.010](#) which requires expanded background checks for employees that are part of the cash-handling process in a department. The reason for this policy is to safeguard cash and to mitigate the inherent risk of loss.

The Office of the Controller has been tasked with the responsibility of administrative oversight per the Cash Control Policy and as such, needs to obtain verification of background checks to remain in compliance.

For additional information on adding the duties to a job description, please contact Compensation at 305-348-2519. Any information on completing the expanded background check, please contact Human Resources at 305-348-2500.

Please Conduct an Expanded Background Check for the Following Employee:

Employee's Name: Panther ID:

Position Title: E-mail: Telephone:

Department Name:

Office Building: Office Room #:

Employee's Signature: Date:

Supervisor's Name: Panther ID:

Supervisor's Title: E-mail: Telephone:

Supervisor's Signature: Date:

Reason for Request:

Employee with job responsibilities that include handling of cash/checks/cash equivalents, or gift cards/participant payments:

New Job Responsibility

Existing Job Responsibility

HR Office Use Only:

Employee's job description includes handling of cash/checks/cash equivalents, or gift cards/participant payments:

Yes No

Employee Cleared an Expanded Background Check: Yes No Date:

HR Employee Name: Signature: Date: