University of Miami Treasury Operations Bank of America Cash Pro Request Form

For Active UM Employees Only

**ALL INFORMATION BELOW THIS POINT MUST BE COMPLETED. PLEASE
EMAIL COMPLETED AND SIGNED FORM TO CASHPROADMIN@MIAMI.EDU**

REQUESTOR INFORMATION (Please select one.)   Add   Modify   Delete

First Name: _____ M/I: _____ Last Name: _____

Work Address:_____ C#:_____

Work Address Line 2: _____ City:_____ State:_____ Zip

Code:_____

Department: _____ Work Phone:_____

E-mail address:_____

Last 4 digits of Bank Account (s):

_____

Select all options below for that which you will be given access in Cashpro:

Receipts:

Receivables: Access lockbox reports including check and document images, ACH, wires and credit card payments.

Remote Deposit: Make check deposits electronically using scanners.

Information reporting:

Previous Day: Access previous day transaction information across all accounts.

Image Access Inquiry:View images and inquiries on debits, credits, deposited, and returned items.

Current Day: Access current day transaction information across all accounts.

Statements:View and Schedule all bank statement types.

The use of the information obtained using this system by persons not authorized may result in violation of the Family Education Rights And Privacy Act (Buckley Amendment), the Gramm-Leach-Bliley Act (GLBA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other confidentiality provisions of State and Federal law and can lead to disciplinary sanctions which may include dismissal from the University. I have read, understand and agree to abide by the University of Miami Policies, FERPA, HIPAA, GLBA, and GDPR.

Requestor's Signature: _____ Date: _____/_____/_____

TO BE COMPLETED BY REQUESTOR'S SUPERVISOR

Authorized Signature:_____ **Print Name:**_____

Comment:_____ **Today's date:**_____