FI 10
07/2014
Division of Finance

Clear Form

Department Name _____
Division _____
Dept. Contact _____ Phone _____
Effective Date _____

Acceptance of Cash Custody Form

Type of Fund: ◯ Petty Cash ◯ Travel ◯ Change ◯ Other _____

Type of Transaction: ◯ Establish New Fund ◯ Increase Fund ◯ Decrease Fund ◯ Transfer Fund ◯ Close Fund
Establishing a new fund or increasing a fund requires an approval letter stating the amount of the fund/increase and reason.

_____
Custodian of Fund

_____
Custodian Vendor Number (Assigned by Finance)

_____
Office Address

_____
City State Zip

_____
Former Custodian (Name)

_____
Former Custodian Vendor Name

Original Amount of Fund _____
Increase/Decrease Amount _____
Revised Amount of Fund _____

* Checking Account _____
_____
* Indicate name of bank & bank account #

_____
State Treasurer Approval to Open Checking Account

_____
Department Head or Authorized Agent Signature

I agree to be responsible for and to maintain the fund in the amount shown above in accordance with the policies and procedures established by the Director of Finance.

_____
Custodian of Fund (Signature) Date

SUMMARY

_____
_____
_____
_____

TO BE USED BY THE DIVISION OF FINANCE ONLY

_____
Completed by Date