

Cash Account Custodial Verification Form

Please Complete and Return to Treasury Services



Choose One (one form for each account please)

Change Account (1101):

For making change only. Use for purchases is prohibited. Must be reconciled at the end of each day it is used. Must be segregated from other cash accounts.

Petty Cash Account (1102):

For purchases when a check or Procard are not appropriate. Replenished monthly at a minimum and receipts for purchases are required. Must be reconciled regularly and verified by someone other than the custodian periodically. Must be segregated from other cash accounts.

Cash Account Amount: _____

Location: _____

How is the Cash Secured: _____

Names of People _____
With Access _____
When Not in Use _____

Department Approval

Name: _____ Phone: _____

Title: _____

Signature: _____ Date: _____

Cash Account Custodian

Name: _____ Phone: _____

Signature: _____ Date: _____

By signing you are accepting responsibility for this Cash Account. Do not sign if you have not verified the funds are present and secured. Any changes to this information should be reported to Treasury Services. The funds, associated records, and a list of people with access to the funds should be maintained and be readily available upon request to auditors. Cash Accounts maintained by the University are regulated by University policy, Statewide Accounting Bureau policy, and State law. Any questions may be addressed by Treasury Services or your department's accounting personnel.