***Note**: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.*

FI 10
07/2022
Division of Finance

Email completed form
to fvendor@utah.gov
For questions, call
(801) 957-7760

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

Clear Form

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 #

Purpose

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

_____ _____ _____ _____
State Treasurer Name State Treasurer Title Department Head/Agent Name Dept Head/Agent Title

_____ _____
State Treasurer Approval to Open Checking Account Department Head or Authorized Agent Signature

TO BE USED BY THE DIVISION OF FINANCE ONLY

_____
Completed by Date