

FI 10
07/2022
Division of Finance



Department Name
Division
Dept. Contact
Effective Date
Phone

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

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

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

Custodian Vendor Number (Assigned by Finance)

* Checking
Account

Office Address

* Indicate name of bank & bank account #

Purpose

City State Zip

Former Custodian (Name)

Former Custodian Vendor Name

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