



Department Name
Division
Dept. Contact
Effective Date

Phone

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

Custodian Vendor Number (Assigned by Finance)

Revised Amount of Fund

Office Address

* Checking
Account

* Indicate name of bank & bank account #

City State Zip

Former Custodian (Name)

State Treasurer Approval to Open Checking Account

Former Custodian Vendor Name

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