

To:

From: Christina Kerley, Accounting Manager

In compliance with the recommendations of the University's internal auditors, we are requesting that you complete the cash custodian receipt below. This receipt will establish a record in the accounting office of the individual responsible for the proper management and safekeeping of the cash in your department.

If the individual who signs below ceases to be responsible for the cash fund, you should contact the accounting office to obtain another cash custodian receipt for the new employee responsible and request release of the original cash custodian receipt.

Cash Custodian Receipt

Amount

Department

Location of Cash Fund

Description of Fund Purpose _____

I certify that the above cash fund is in my possession and control, and accept responsibility for the proper management and use of this cash fund.

Date

Print Name of Primary
Person Responsible

Signature of Primary
Person Responsible

Date

Print Name of Dept
Head, if different

Signature of Dept
Head, if different

Date Cash Returned _____

Signature _____