

New Fund
 Increase Fund
 Decrease Fund
 Yearly
Acknowledgement

**PETTY CASH - CHANGE FUND
CUSTODIAN ACKNOWLEDGEMENT**

I, _____, hereby acknowledge that I am the Custodian of the Petty Cash/Change Fund (circle one) for _____, (Department Name)

Activity #: _____ in the amount of \$_____. These funds will be maintained at the MMC / BBC Campus (circle one), Building _____, Room_____.

Cost Center			
Activity Nbr:	Cost PID:	Task:	Budget Ref:
Optional fields, use if applicable:			
Cost PID - To track expenses related to faculty allocations (mandatory for Funds 651 & 652).			
Task - To track expenses that have a similar purpose as assigned, for example Critical Investments.			
Budget Ref - To track specific years for Financial Aid and COM only.			
OR			
Project:	Fund:		
Optional field, use if applicable:			
Fund - To be used for Cost Share only			

I understand that I am responsible for safeguarding and maintaining accountability for these funds and agree to keep personal funds separate and apart from Petty Cash/Change Funds. I understand that I must submit Petty Cash or Change Fund reconciliation to my supervisor for his/her signature. The signed reconciliation must be retained for audit purposes.

I also acknowledge that funds will not be used to reimburse any grant related expenditures; cash advances will not be made from this fund, sales tax cannot be reimbursed; and that expenses normally supported by a travel voucher are not reimbursed from this fund. All legal restrictions which apply to other disbursements by the University, apply to this fund.

Upon my job reassignment or termination from the University, I agree to return these funds to the Student Financials Office, Modesto A. Maidique Campus, PC 120.

NAME (Please print): _____ SIGNATURE: _____

TELEPHONE: _____ EMAIL: _____ DATE: _____

If these funds are being used as a Change Fund, please indicate amount designated for this purpose: \$_____.

ADDITIONAL COMMENTS: _____

FORM MUST BE COMPLETED ONCE EVERY FISCAL YEAR. Return original to Student Financials Office, Modesto A. Maidique Campus, PC 120, Attention: Emily Burt.