

New Fund
 Increase Fund
 Decrease Fund
 Yearly Acknowledgement

**REVOLVING FUND
CUSTODIAN ACKNOWLEDGEMENT**

I, _____, hereby acknowledge that I am the Custodian of the Revolving Fund (circle one) for _____, in the amount of \$_____. These funds will be maintained at _____.

Cost Center				
Activity Nbr:	Activity Title:	Cost PID:	Task:	Budget Ref:
Optional fields, use if applicable: Cost PID - To track expenses related to faculty allocations. 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 Revolving Funds.

I also acknowledge that cash advances will not be made from this fund and that 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, University Park Campus, PC 120.

NAME (Please print): _____

SIGNATURE: _____

TELEPHONE: _____

EMAIL: _____ DATE: _____

ADDITIONAL COMMENTS: _____