**Washburn University  
Petty Cash / Change Fund Custodial Record**

**Copies of this form are to be furnished to the custodian when the cash fund is established, reduced or terminated. The original form is to be retained by the Business Office.**

Department:

Type of Cash Fund Established: □ Petty Cash Fund □ Initial Request

□ Increase

□ Change Fund

Amount of Fund/Increase: \_\_\_\_\_\_\_\_\_\_\_\_

FOAPAL information for cashier:

Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account: 100200

Fund Custodian (type or print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge receipt of the petty cash/change fund or increase described above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Custodian Date

The cash fund described above was disbursed to the fund custodian on the date shown below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Cashier Date

**Termination or Reduction of Petty Cash/Change Fund**

The cash fund described above is being reduced or terminated as of the date shown below. The new balance of the cash fund is \_\_\_\_\_\_\_\_\_\_\_\_\_ after the return of cash and/or receipts in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_ to the Business Office. ***If the total of the cash to be deposited plus unreimbursed receipts does not equal the total amount authorized for the cash fund, the custodian must attach a separate sheet explaining the reason for the difference.***

I acknowledge receipt of the amount specified above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Cashier Date

The amount specified above was returned to the Business Office on the date shown below. I understand my responsibilities for any remaining balance of the cash fund remain in effect.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Custodian Date