

CHANGE FUND CUSTODIAL AGREEMENT / PROMISSORY NOTE

As custodian of these funds for the department of _____,
I _____, acknowledge receipt from The University of
Arizona, Tucson, Arizona, the principal sum of _____,
(\$_____). The funds will be utilized for the sole purpose of
_____.

Choose one:

- Payment in full must be completed by _____
- Expiration of this note is: April 30, _____ (renews annually)

My signature indicates my intent to comply with the policies and procedures set forth in Policy 8.10 Cash Receiving (<http://policy.fso.arizona.edu/fsm/800/810>) and 8.15 Change Fund (<http://policy.fso.arizona.edu/fsm/800/815>) regarding the Cashiering Functions and to maintain supporting documentation.

In the event of severance of my employment with The University of Arizona, the advance shall become due and payable immediately. In the event of default in the payment of this Note, the holder of this Note may without notice, demand, protest, or other formality accelerate the balance due and demand the entire balance due immediately.

This Change Fund Custodial Agreement/Promissory Note is governed in all respects by the laws of the State of Arizona and **cannot be transferred to another individual.**

Employee Signature Date

Account Number: _____ Object Code: 8141

EMPL ID: _____ Dept #: _____

Department Approval Name: _____

Department Approval Signature Date

Asst. Comptroller / Asst. Director of Sponsored Projects Signature Date