

PETTY CASH CUSTODIAL AGREEMENT

As custodian of these funds for the department of \_\_\_\_\_, I \_\_\_\_\_, acknowledge receipt from the University of Arizona at Tucson, Arizona, the principal sum of \_\_\_\_\_, (\$\_\_\_\_\_),

- Chose o Payment in full must be completed by \_\_\_\_\_,
One o Expiration of this note is April 30, \_\_\_\_\_ (renews annually)

My signature indicates my intent to comply with the policies and procedures set forth in the Departmental Manual, 8.10 Cash Receiving (http://policy.fso.arizona.edu/fsm/800/810) and 9.19 Petty Cash Funds (http://policy.fso.arizona.edu/fsm/900/919) regarding cash management and security, maintaining records of petty cash expenditures, and collecting and maintaining itemized original receipts. Records and receipts will be maintained to support all expenditures from the petty cash fund. The receipts must be original, itemized and show evidence of being "paid."

Each department is required to maintain supporting documentation when operating a petty cash fund. This documentation should include, but is not limited to, the original check request and receipts for any unreimbursed expenditures from the fund. Funds cannot be used for expenditures that are prohibited by University policy.

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 agreement may without notice, demand, protest, or other formality accelerate the balance due and demand the entire balance due immediately.

This Petty Cash Custodial Agreement 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 8140

EMPLOYEE ID NUMBER: \_\_\_\_\_ DEPT #: \_\_\_\_\_

\*APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_
Department

\*\*APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_
University of Arizona Assistant Comptroller