



Office of Controller
319 Showalter Hall
Cheney, WA 99004-2445

Cheney • Spokane

MEMORANDUM

TO:

FROM: Jacob Hensley, Treasury Management

DATE:

SUBJECT: Petty Cash Custodian Responsibility

The following verification is to be completed by the Petty Cash Custodian.

Title of Fund _____

The fund at _____ is comprised of:

Cash on Hand	\$ _____
Receipts not reimbursed	_____
Reimbursements in process	_____
Total	\$ _____

In addition to my primary custodian responsibility, the following person is authorized to act in my place should emergencies occur.

Back up Custodian _____

I certify that I am custodian of the above listed fund and that the fund under my responsibility will be maintained at the authorized and fixed amount. Petty cash on hand plus receipts or vouchers for payment will always equal this fixed amount. When funds are low and at least monthly, all receipts and vouchers will be presented with a voucher distribution form to generate a reimbursement check.

Custodian Signature _____ Date _____

Administrative Supervisor Signature _____

Department _____

Return completed form to Office of Controller, 319 SHW