

PETTY CASH CUSTODIAN RECEIPT/REQUEST

Instructions: An approved petty cash fund request must be on file before returning the form. Send the completed and signed form to Fiscal Services, located at the Main Campus at FLN 1.04.08. *Departments must maintain a copy of this form for their records.*

Receipt Number: _____		Date: _____	
REQUEST DETAILS			
The custodian is responsible for the petty cash (Change Fund)			
Request Type: Temporary Permanent			
Custodian Name: _____		Employee ID: _____	Phone: _____
Job Title: _____		Department: _____	
SpeedType/Cost Ctr/PrjID: _____	Petty Cash Fund Amt: _____	Pick Up Date: _____	Return Date: _____
Describe the physical location of your petty cash fund (within your department) and explain how your petty cash funds will be secured. The Custodian and Budgetary Authority are ultimately responsible for the security of any petty cash funds.			
CERTIFICATION			
I accept responsibility as custodian for the funds authorized and received from this receipt. I certify that the funds will be used in accordance with university policy. In the event that I change jobs or terminate employment with The University of Texas at San Antonio, a new custodian will be assigned by my supervisor using the Petty Cash Change Receipt and/or the funds provided will be returned to Fiscal Services or substantiated by appropriate receipts.			
Custodian Signature: _____		Date: _____	
Budgetary Authority Name: _____			
Signature: _____		Date: _____	
If the Custodian and Budgetary Authority are the same person, the Custodian's immediate supervisor must also sign below.			
Supervisor Name: _____			
Signature: _____		Date: _____	
FISCAL SERVICES AUTHORIZATION			
Fiscal Services Approver: _____			
Signature: _____		Date: _____	
FISCAL SERVICES – CLEARING VALIDATION			
Fiscal Services Approver: _____			
Signature: _____		Date: _____	