

**MEMORANDUM**

To: Byron Porter, Bursar  
From: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email Address \_\_\_\_\_  
Date: \_\_\_\_\_  
Subject: **Annual Petty Cash Verification**

I, \_\_\_\_\_(person signing for fund) certify I am

the responsible party for the petty cash fund in the amount of \_\_\_\_\_ assigned to

the \_\_\_\_\_department , account number \_\_\_\_\_.

The fund is currently located at \_\_\_\_\_.

The petty cash custodian \_\_\_\_\_is responsible for all  
(Name of employee)

activities involving dispensing the fund in accordance with the University Petty cash Fiscal Policies.

If you no longer need the funds and/or have not used them in two (2) months, please return the funds to the Bursar’s Office in the Hyman Office, Room 103.

Signature of Custodian: \_\_\_\_\_Date: \_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_Date: \_\_\_\_\_

## Departmental Petty Cash Count

Balance As of \_\_\_\_\_

1. Currency	\$ _____
2. Coins	\$ _____
3. Total Cash	\$ _____
4. Petty Cash to be submitted(T-4)	\$ _____
5. Voucher's in Transit (T-4)	\$ _____
6. Miscellaneous	\$ _____
	_____
TOTAL FUND	\$ <u>_____</u>

Signature of Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_