

DATE _____

Receipt Number: _____

PETTY CASH CHANGE CUSTODIAN RECEIPT

The below signed custodian is in custody of petty cash (**Change Fund**) as follows:

CUSTODIAN NAME: _____

LOCATION: _____ Account# _____

AMOUNT: \$ _____

Description of the Change _____

SIGNATURE: _____

You are responsible for this money therefore any changes in custodian name, location or amount have to be notified to Fiscal Service Collections as soon as it occurs. A copy of this receipt is in Fiscal Services, should you terminate employment with the University of Texas at San Antonio, you must bring your petty cash(Change Fund) to Fiscal Services to be cleared.