

# UTSA Petty Cash Custodian Receipt/Request

RECEIPT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

**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 JPL 1.03.06, or the Downtown Campus at Frio Street Building 1.508. Departments must maintain a copy of this form for their records.

CUSTODIAN NAME:	PHONE NUMBER:
JOB TITLE:	DEPARTMENT:

The custodian is responsible for the following petty cash (Change Fund):

REQUEST TYPE:       Temporary       Permanent

ACCOUNT NUMBER:	PETTY CASH FUND AMOUNT:
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PICK UP DATE:	RETURN DATE (If temporary):
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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 Account Administrator 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:
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ACCOUNT ADMINISTRATOR NAME:

SIGNATURE:	DATE:
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If the custodian and account administrator is the same person, the custodian's immediate supervisor must also sign below.

SUPERVISOR NAME:

SIGNATURE:	DATE:
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**FISCAL SERVICES AUTHORIZATION**

FISCAL SERVICES APPROVER:

SIGNATURE:	DATE:
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**FISCAL SERVICES OFFICE USE ONLY – CLEARING VALIDATION**

NAME:

SIGNATURE	DATE:
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Original – Fiscal Services Collections

Copy – Department

Copy – Fiscal Services JPL