

DATE \_\_\_\_\_

Receipt Number # \_\_\_\_\_

**PETTY CASH CUSTODIAN RECEIPT**

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

REQUEST TYPE:       Temporary       Permanent

CUSTODIAN NAME: \_\_\_\_\_ Account# \_\_\_\_\_

LOCATION \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

You are responsible for this money therefore any changes in custodian name, location or amount have to be notified to Fiscal Services 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.

CC: Fiscal Services Collections

Fiscal Service Clearing Validation