

AUSTIN PEAY STATE UNIVERSITY
PETTY CASH FUND AUTHORIZATION AND CUSTODIAN DESIGNATION

Petty Cash Fund _____ Location _____

Designated Custodian _____

Effective Date _____

Amount _____

Measures taken to safeguard these funds (locked safe, metal box, etc.)

Deposits must be made with Business Office cashiers on a daily basis, or in case of very little activity, twice weekly (Tuesday and Thursday). In no instance should funds for deposit be held longer than 72 hours (3 business days).

I have read the Policy and Procedures on Petty Cash Funds and certify that I will comply with all regulations contained therein. Any questions which arise will be directed to the Director of Accounting Services. I further understand that I am responsible for any misappropriation of funds.

Date

Custodian of Petty Cash

Approved for Department

Director of Accounting Services

Assistant Vice President for Finance

Original: Accounting Services

Copy: Custodian

