

CONFIRMATION OF PETTY CASH FUNDS PLACEMENT IN BURSAR'S OFFICE VAULT

Originating unit retains original bearing signatures, including of Bursar's Office representative; a photocopy remains in the Bursar's Office.

From (Department or Unit):

Name _____ Telephone _____

Address _____

Petty cash fund # Z _____

Custodian (Print name) _____

Approver (Print name) _____

Approver Signature _____

Place in vault:

Total Cash/Coin \$ _____ Total Gift/Debit cards # _____

In front of Bursar's Office representative confirm items being given to be put in vault, by signing and dating below.

Person delivering funds (Print name) _____

Signature _____ Date _____

Bursar's Office Receipt:

In front of person delivering funds, confirm items received, note banker's bag # and placement in vault, below.

Bursar's Office Representative (Print name) _____

Signature _____ Date _____

Number of banker's bag placed in vault # _____

Withdrawal from Vault (Upon completion of section, originating unit retains original; copy remains in Bursar's Office.)

Total Cash/Coin \$ _____ Total Gift/Debit cards # _____

Signature of person withdrawing funds _____ Date _____

Signature of Bursar's Office Representative _____ Date _____