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

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

From (Department or Unit):

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
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Address

<table>
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<tr>
<th>Petty cash fund #</th>
<th>Z ___ ___ ___ ___</th>
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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 __________