

Petty Cash Banner ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Previous Custodian: \_\_\_\_\_  
 Last \_\_\_\_\_ First \_\_\_\_\_ Phone # \_\_\_\_\_

New Custodian: \_\_\_\_\_  
 Last \_\_\_\_\_ First \_\_\_\_\_ Phone # \_\_\_\_\_  
 \_\_\_\_\_  
 Title \_\_\_\_\_ Employee ID# \_\_\_\_\_

Department: \_\_\_\_\_ Business Center: \_\_\_\_\_

A Petty Cash fund is an "imprest" fund. An imprest fund is a cash fund of a fixed amount established through an advance of funds, to an authorized custodian to transact immediate cash payments of relatively small amounts for authorized purchases of supplies and non-personal services. The value of the fund remains constant; the sum total of cash-on-hand and receipts always equals the imprest amount.

Imprest Amount of Petty Cash Fund: \_\_\_\_\_

Date	Paid To	Description	Amount
Total Receipts to be Reimbursed:			
Total Cash on Hand:			
Total Cash and Receipts			
Difference of Fund Amount and Receipts and Cash*			

\* Total items to be reimbursed plus cash on hand should equal imprest amount of petty cash. Differences must be reconciled with the Cashier's Office Manager.

**New custodian must also sign custodian agreement on the back of this page.**

**New Custodian:** I accept the responsibility of Petty Cash Fund Custodian and certify that the cash and reimbursable receipts listed herein reconcile to the required Petty Cash Fund Amount.

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Relinquishing Custodian:** I hereby relinquish Custodial authority of this Petty Cash Fund and certify that the cash and reimbursable receipts listed herien reconcile to the required Petty Cash Fund Amount.

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Authorization:**

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**Business Affairs Use Only**

Custodian Agreement Rec'd: \_\_\_\_\_ Custodian Record Updated: \_\_\_\_\_  
 Initial \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_

Petty Cash Banner ID#: \_\_\_\_\_ Imprest Petty Cash Fund Amount: \$ \_\_\_\_\_

I understand that:

1. A Petty Cash fund is an "imprest" fund. An imprest fund is a cash fund of a fixed amount established through an advance of funds, to an authorized custodian to transact immediate cash payments of relatively small amounts for authorized purchases of supplies and non-personal services. The value of the fund remains constant; the sum total of cash-on-hand and receipts always equals the imprest amount.
2. The petty cash custodian is responsible for assuring funds are adequately secured and reconciled on a regular basis.
3. Petty cash is to be used to meet expenses requiring immediate cash payment. This advance will not be used for items that can be prepaid through a University account. In no case is the fund to be used for personal business.
4. In the event of my termination of employment with Oregon State University, prompt return of any outstanding moneys will be made to this fund. I authorize the OSU Office of Business Affairs to endorse and sign on my behalf all checks and vouchers payable to me as custodian of this fund, to reimburse this petty cash fund.
5. The safekeeping of this fund is my responsibility, and I assume responsibility for any loss incurred.
6. I have read and understand the Petty Cash Fund Policy, Fiscal Policy 1402-10, and understand that by signing this form, I agree to become fully responsible for the cash and receipts of this petty cash fund; and to follow and adhere to the guidelines stated in said policies, and have completed the associated training.

New Custodian:

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Title

\_\_\_\_\_

Employee ID#

\_\_\_\_\_

Signature

\_\_\_\_\_

Date