



PETTY CASH FUND HANDOVER FORM

Date []

LOCATION: []
CAMPUS: []

PLEASE ONLY ENTER DATA IN THE BOXES THAT ARE HIGHLIGHTED IN THIS BLUE COLOR

EXTENDED \$\$

Table with columns: CURRENCY, VALUE, and EXTENDED \$\$ for various denominations (One Hundred to One, COINS: Dollar to Penny). Includes subtotals for Currency and Coins.

Summary table with rows: Total Cash Counted, Total \$\$ amount of other items counted, Total \$\$ amount of Cash Count, Total \$\$ amount of Authorized Balance, and Difference between Authorized Balance and Cash Count.

I certify that the whole of the cash held in the Petty Cash Imprest and the Petty Cash Vouchers have been handed over to me by the Outgoing Petty Cash Custodian, and that I have read the Board of Trustees Petty Cash Funds Rules and Procedures, 6Hx23-5.03, P6Hx23-5.03 and P6Hx23-5.126; that I am responsible for the proper safekeeping and use of said funds. It is further understood that I will be personally liable for all shortages. I understand that a reconciliation and a verification of the petty cash fund should be conducted on a regular basis.

New Petty Cash Fund Custodian
Signature
Name
Date

Outgoing Petty Cash Fund Custodian
Signature
Name
Date

The original Petty Cash Fund Handover Form must be submitted to Mike Meigs, Director of Student Accounting, EPIDO; a copy to Vonda Woods, Director of Accounting Services, EPISVC and a copy of the form shall be retained by the New Petty Cash Fund Custodian.