

Brewton-Parker College
Office of Accounting
Petty Cash Request and Custodian Certification Form

Submitted by: _____

Fund Information:

Purpose of Fund _____
Location of Fund _____
Amount Requested _____
Department Account No. _____

Accountability for a petty cash fund should be assigned to a fund custodian. The fund custodian is responsible for maintaining the fund in a safe manner, distributing cash to others upon request, obtaining supporting documents for disbursements made, and maintaining petty cash receipts.

The fund custodian will be reimbursed by the Accounting Office for amounts paid out of the petty cash fund. Upon presentation of documents for reimbursement, a check payable to the custodian will be issued to bring the fund back to its original amount.

Custodian Certification:

I, _____, do hereby certify that I have been authorized to serve as custodian of a Departmental Petty Cash Fund and acknowledge receipt of a fund as well as policies and procedures prescribing the management of that fund. These policies and procedures have been explained to me in detail and I agree to accept responsibility for the accounting and control of the fund in accordance with the college policies and procedures.

Signature

Campus Phone #

Date signed

Supervisor/Manager Authorization:

Immediate Supervisor Signature

Divisional Administrator Signature

For Accounting Use Only

The cash fund custodian at the time named above was provided a copy of policies and procedures regarding cash fund management. Said policies and procedures were reviewed with the custodian who exhibited a complete understanding of their responsibilities.

Accounting Representative

Date