

**SEMI-ANNUAL
PETTY CASH - CHANGE FUND
CUSTODIAN ACKNOWLEDGEMENT FORM**

I, _____, hereby acknowledge that I am the Custodian of the Petty Cash/Change Fund (circle one) for _____, (Department Name)

Activity #: _____ in the amount of \$ _____. These funds will be maintained at Building _____, Room _____.

Acknowledgement Statement

I understand that I am responsible for safeguarding and maintaining accountability for these funds and agree to keep personal funds separate from Petty Cash/Change Funds. I understand that I must submit Petty Cash or Change Fund reconciliation to my supervisor for his/her signature. The signed reconciliation must be retained for audit purposes.

I also acknowledge that funds will not be used to reimburse any grant related expenditures; cash advances will not be made from this fund, sales tax cannot be reimbursed; and that expenses normally supported by a travel voucher are not reimbursed from this fund. All legal restrictions which apply to other disbursements by the University, apply to this fund.

Upon reassignment or termination from the University, I agree to return these funds to the Student Financials Office, Modesto A. Maidique Campus, SASC 103 or Biscayne Bay Campus AC1-140.

CUSTODIAN NAME: _____ TELEPHONE: _____

SIGNATURE: _____ PANTHER ID: _____

E-MAIL: _____ DATE: _____

ADDITIONAL COMMENTS: _____

Form must be submitted by June 30th and December 31st of every fiscal year. Form must be e-mailed to cashrequests@fiu.edu or sent to Controllers Office, CSC 420, Attention: Oriana Mangarre-Rodriguez.