

**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: \_\_\_\_\_

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**Form must be submitted by June 30<sup>th</sup> and December 31<sup>st</sup> of every fiscal year. Form must be uploaded to the OneDrive or emailed to [cashrequests@fiu.edu](mailto:cashrequests@fiu.edu) Attention: Oriana Estevez.**