

University of Pennsylvania
Petty Cash Custodian Responsibility Form

PART I

**Custodian Name: Penn ID:
Custodian Telephone Number: - - E-Mail:
Responsibility Center Code: Department Name:
Campus Address:

Petty Cash Fund Number (26 digits): - - - - - -

CNAC ORG BC FUND OBJC PROG CREF

****NOTE: If changing Custodian, Part I should contain new custodian information.**

PART II

- ☐ Current Fund Amount Amount: \$
- ☐ Establishment of Petty Cash Fund Amount: \$
(Please provide a letter of purpose)
- ☐ \$ increase of petty cash New Amount: \$
- ☐ \$ decrease of petty cash New Amount: \$
- ☐ Change custodian
from: to:
- ☐ Close Petty Cash fund: If, for any reason, a fund is no longer required, a fund must be closed by completing and submitting an on-line deposit via *BEN Deposits* using Object Code 1140. Deliver the summary deposit along with the cash to the Office of the Cashier, Rm 737 Franklin Building. Then send a completed Petty Cash Custodian Responsibility Form, along with the original hand-stamped deposit sheet to the Office of the Cashier, Room 737 Franklin Building, 3451 Walnut St. Attn: Jeanette Williams

This fund and responsibility is issued to the above named custodian. I, , accept the above stated petty cash fund with the understanding that I have read Financial Policy 1506 and am personally responsible for the proper safekeeping and use of said funds. It is further understood that I will be personally liable for all shortages and losses. I understand that a reconciliation and verification of the petty cash fund should be conducted on a regular basis.

Custodian Signature

_____ Date _____

Approved and embossed by the Senior Business Officer or their designee

_____ Date _____

Approved by the Office of the Treasurer

_____ Date _____