

**THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL CENTER AT DALLAS
PETTY CASH CUSTODIAN REPORT**

Fund Name: _____ Location: _____

G.L.Acct No.: _____ Investigator: _____

CASH SUMMARY

PETTY CASH RECEIPTS ON HAND *

	Amount	Date	Payee	Amount
Currency				
Coins				
Total Cash on Hand				
Petty Cash Receipts *				
Total Cash and Receipts				
Amount of Fund			Total of List Attached	
Over (Short)			Total Petty Cash Receipts *	

Responsibilities and/or duties:

- 1) Keep in safe place and do not co-mingle with any other funds.
- 2) Use only for approved disbursements.
 - a) Advances to individuals for personal use is not permitted.
 - b) Sub petty cash funds are not permitted.
 - c) Petty cash fund may not be used for purchases from other departments at UTSWMC, i.e., Student Store.
- 3) Obtain signed receipt for all disbursements, and make sure adequate description and support is shown.
- 4) Be sure proper approval is obtained from the person responsible for the account being charged.
- 5) Prepare quarterly self-count (due Dec 5, Mar 5, Jun 5 Sep 5) & forward to Cash Mgmt-B7 (Fax 8-7254; MC9118).
- 6) Obtain reimbursement of all disbursements **at least once each month**.
- 7) All purchases are exempt from sales tax. A sales tax exemption form can be obtained from the Cashier's Office on B1.
- 8) Lost or stolen funds **MUST** be reported immediately to Department of Accounting-Cash Management at 8-2776.
- 9) Employees of UT Southwestern are **NEVER** to be reimbursed via Petty Cash for experimental subject payments. They should be processed thru payroll.

I have read the above and understand my responsibility. I accept custody of the funds shown above, and understand that I must notify the Director of Accounting or designee if I will no longer be the custodian of the fund.

_____ Date: _____
Witness Custodian

Release

Custodian Director Of Accounting or designee