

**CHANGE FUND CUSTODIAN AGREEMENT**

Type of Request:  New Request  Transfer Current Custodian:

(enter new custodian name below)

Custodian Name: S#:

Department:

Index: Account: Fund Amount:

Purpose of Fund:

1) The safekeeping of this fund is my responsibility.

2) If the change fund is no longer required, please notify the Office of the Bursar Accountant and deposit at one of our Cashier Offices using the index and account listed above.

3) At all times the total of receipts plus the cash must equal the cash bank total.

4) All overages and shortages of $5.00 or more must be reported to the Office of the Bursar Accountant immediately. If the shortage is due to suspected theft, contact Police Services.

5) All cash custodians and stewards operating with this cash fund must complete the college’s annual Cash Handling training. As the cash fund custodian, it is my responsibility to ensure all stewards working with the fund remain up to date on their training.

6) All cash receipts should be deposited at a Cashier office within 24 hours of receipt, but no longer than three banking days as per State law.

7) Loans cannot be granted from the cash bank.

8) Checks or payment card transactions are not to be written or entered for more than the amount of purchase in order for the customer to get cash back.

9) Only one cash handler is allowed access to a cash register or drawer during a single shift. The drawer should be closed out at the end of every shift so that only one person is responsible for the transactions and related cash receipts.

10) Any changes to who is operating with the change fund require immediate notification to the Office of the Bursar Accountant. This includes transference of duties among existing staff as well as employees leaving or joining your office in a cash custodian or steward capacity.

Date: Signature: