



CASH BANK CUSTODIAN AGREEMENT

Type of Fund: **Petty Cash** **Operating Cash**

Type of Request: **New Request** **Transfer**

Current Custodian: _____
(enter new custodian name below)

Custodian Name _____ ID# _____

Department _____

Index _____ Fund _____ Amount _____

Purpose _____

- 1.) The cash will be locked in a secure place at all times.
- 2.) If the cash funds are no longer required, please notify Financial Services and Operations at travel@mtu.edu and deposit funds at the Cashier's Office using the index listed above with account code A001.
- 3.) Operating cash must be kept separate from all other cash banks, such as petty cash and personal funds.
- 4.) At all times the total of the receipts plus the cash must equal the cash bank total.
- 5.) All overages and shortages of \$25 or more must be reported to Financial Services and Operations at travel@mtu.edu immediately. If the shortage is due to suspected theft, contact Public Safety and Police Services.
- 6.) Loans cannot be granted from the cash bank.

I have read and understand the above information and the Cash Management Policy. I agree to follow the policy and accept responsibility for the cash bank.

Signature of Custodian

Date

Signature of Dean/Director/Chair

Date