



**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 [fso@mtu.edu](mailto:fso@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 [fso@mtu.edu](mailto:fso@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