

Revolving Funds Form

Please Mark One:

- New Petty Cash Fund
 Change to Petty Cash Fund
 New Temporary Change Fund
 New Change Fund
 Custodial Change, Previous Custodian _____
(Name)
- Toledo, Ohio _____
(Date)

The undersigned, _____,
(Name) _____,
(Title or Position)

_____, _____ hereby acknowledge receipt of
(Department) (Room Location)

funds belonging to The University of Toledo in the amount of \$ _____ dollars, to be supervised by me for the following purposes:

The undersigned agrees to hold said funds in trust and to account to the Controller of The University of Toledo, or his duly appointed representative, for all sums received by me for use of said funds whether received directly or by way of replenishment or refunding of said funds.

The undersigned also agrees to render a proper accounting for all disbursements made, and to submit at least a yearly request for replenishment of disbursements made from these funds (if funds are for Petty Cash, and if funds total more than \$15.00).

The undersigned further agrees, upon demand by the Controller of The University of Toledo, or his duly appointed representative, to account for the total amount of these funds, and to pay over the balance remaining in said funds.

The undersigned has read and understands the general policies and procedures governing these funds.

(Signature)

Instructions:

This form is to be completed, the signer should retain a second copy and General Accounting will retain the original. A copy of the initial requisition or approved memo is to be attached to the original copy.