**Petty Cash Letter of Agreement**

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| **Petty Cash Fund Department:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Account Number:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Amount of Fund:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Custodian of Petty Cash:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Regulations for Maintenance of Fund:**

The custodian of the petty cash fund will reconcile the fund on a regular basis. The fund should be reconciled no less than weekly. This will ensure that the funds are still intact. The custodian shall keep each reconciliation form in a log for audit purposes.

Departments that are not in compliance with the rules and regulations of the use of their petty cash fund could lose their petty cash privileges. The Business Office reserves the right to revoke any petty cash fund due to non-compliance.

Questions regarding the proper use of the petty cash fund should be referred to the Controller or the Business Office (Bursar).

***I, the undersigned, do certify that I am the responsible party or parties for the above referenced petty cash fund and any future increases to said fund as requested. I will adhere to the regulations for maintenance of the assigned petty cash fund and understand that non-compliance of regulations or misuse of funds could result in the loss of this fund.***

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parties) |

***I, the undersigned, certify that I am the Bursar and am disbursing this petty cash fund in accordance to the rules and regulations stated on the Midwestern State University Business Office website Petty Cash Policy.***

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Bursar) |

***Revised 03/2018***