

Columbia University Office of the Controller

Request for New Petty Cash Fund
Custodian Consent Form

Amount Requested: _____
Name of Custodian: _____ Email: _____
Location: _____ Telephone #: _____
Please ensure that this form is complete and valid before submission.
I have read and understand the CU Petty Cash Policy. http://www.columbia.edu/cu/administration/policylibrary/policies/trsy/166.html?base=az_index
I understand that I am required to comply with all CU policies and directions as per the Petty Cash Policy.
I understand that I will be required to maintain all Petty Cash funds in a secure location. I will store Petty Cash Funds in a secure device such as a safe or cash box in a locked cabinet. Only the department head and I will have keys to the box and cabinet. I will never leave funds unattended and unsecured.
I understand that any funds missing from petty cash will be charged to my department and I may be subject to disciplinary action for any violations of this policy contributing to the loss of funds.
I will reconcile this Petty Cash account on a regular basis, but no less frequently than monthly. Reconciliation records will remain on file and available for audit purposes. The Petty Cash Reconciliation Tools available to me are found @: http://finance.columbia.edu/forms/index.html
Acknowledgements
Custodian Signature _____ Date _____
DAF Signature _____ Date _____
Additional comments:

