Custodian Workflow Instructions: To complete the verification, please login to TUPortal;

- Select the Banner tab.
- Your Imprest Fund will be listed under: "Workflow: My Worklist"
- Double click on your fund.

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• Once your fund has been selected, the Custodian Review screen will appear;

-	ish Fund - Custodian Review	Hide Menu 🗎 Logoff 🔋 He
	Bursar	
	Our records indicate that your considered cash advances and you verify the following inform one fund you must complete t	r department was given an Imprest Cash Fund. These funds are d are your personal responsibility. At this time, we are requesting that nation by September 24, 2014 . Please note if you have more than the verification form for each fund.
	If you are no longer the custo	idian of this fund please complete the bottom of the form.
	Fund Name:	Bursar's Office
	Fund:	100000
	Org:	67200
	Program:	06
	Issued Date:	09-Sep-2014 12:00:00 AM
	Closed Date:	
	Total Petty Cash Amount:	500.00
	The Total Cash on Hand and T received this workflow. Please Required	Fotal Receipts on Hand values show what you had the last time you a update these fields with the amounts that you have at this time. Receipts' must equ "Total Petty Casi
	Total Cash on Hand:	250.00 Amount"
	Required	
	Total Receipts on Hand:	250.00
	Please verify FOAPAL, and	note any changes.
Ç	Verify FOAPAL:	100000 67200 06
	Required	
	Required	
	Purpose and Need for Fund:	To make change for co-pays
	Purpose and Need for Fund:	To make change for co-pays
	Purpose and Need for Fund:	To make change for co-pays
	Purpose and Need for Fund:	To make change for co-pays
	Purpose and Need for Fund: Required	To make change for co-pays
	Purpose and Need for Fund: Required How and Where is Cash Secur	To make change for co-pays red?: Funds are secured in combination safe on 1st floor of Carnell Hall.

To complete Reconciliation, please be sure that Total Cash on Hand and Total Receipts on Hand are in agreement with the "Total Petty Cash Amount" listed above.

Custodian First Name:	Lezlie
Custodian Last Name:	Jiles
Custodian Email:	ljiles@temple.edu
Custodian Phone:	1-1353
Supervisor First Name:	Lezlie
Supervisor Last Name:	Jiles
Supervisor Email:	ljiles@temple.edu
Supervisor Phone:	1-1353

New Custodian Information

-* Still Custodian?-

Who is the Custodian?:

Yes - I am still the custodian of this fund.

No - I am no longer the custodian of this fund.

If you are no longer the custodian of this fund, please identify the custodian and some contact information below.

Complete Save & Close Cancel

- If there are Custodian changes, please enter new information in
- If no changes are needed, please select **COMPLETE** to submit the reconciliation.
- Workflow will then be forwarded to Supervisor named above for approval.