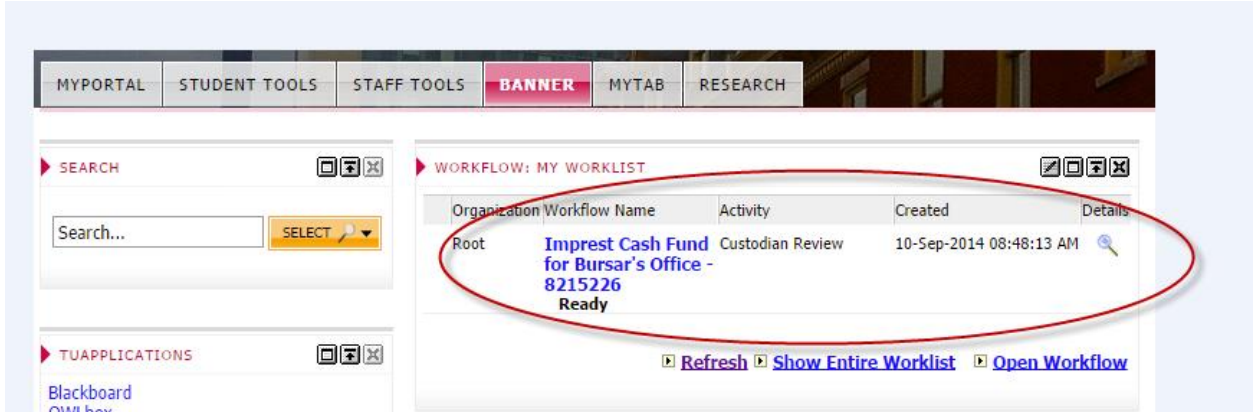


Custodian Workflow Instructions: To complete the verification, please login to TUPortal;

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



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

Worklist

Imprest Cash Fund - Custodian Review

Hide Menu Logoff Help

Bursar

Our records indicate that your department was given an Imprest Cash Fund. These funds are considered cash advances and are your personal responsibility. At this time, we are requesting that you verify the following information by **September 24, 2014**. Please note if you have more than one fund you must complete the verification form for each fund.

If you are no longer the custodian 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 Total Receipts on Hand values show what you had the last time you received this workflow. Please update these fields with the amounts that you have at this time.

Required
Total Cash on Hand:

Required
Total Receipts on Hand:

Please verify FOAPAL, and note any changes.

Verify FOAPAL:

Required
Purpose and Need for Fund:

Required
How and Where is Cash Secured?:

"Total Cash on Hand & Receipts" must equal "Total Petty Cash Amount"

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:
Supervisor First Name: Lezlie
Supervisor Last Name: Jiles
Supervisor Email: ljiles@temple.edu
Supervisor Phone:

New Custodian Information

* Still 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.

Who is the Custodian?:

- 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.