

Bursar

Imprest Account Informational Change Form

Department Name: _____

New Custodian: _____

Custodian phone number: _____ fax: _____ email: _____

New Center Number and FOAP number: _____

Total Petty Cash Amount: _____

Amount of Cash on hand: _____

Amount of receipts on hand: _____

Please indicate in full detail the purpose and need for this fund:

Please describe in full detail how the funds will be maintained in the custodian office:

Supervisor's Signature: _____ date: _____

Supervisor's name / phone number / email: _____

Affirm: I have read Temple University's **Petty Cash Policy** and accept responsibility for safekeeping and handling these funds.

Custodian Signature: _____ date: _____

Temple University Bursar: _____ date: _____

Once the form is completed, please e-mail or fax the form to Lezlie.Jiles@temple.edu or 1-6615.