

Petty Cash Fund Termination Letter

The petty cash fund in the authorized amount of \$ _____ designated to _____ in custody of _____ is being terminated. The fund is being terminated for the following reasons:

(Department)

(Custodian)

Finance and Administration has counted and reconciled the fund. The attached documents detail the accuracy of cash and cash items in the fund. The authorized amount of this fund is \$ _____ and should be credited to the appropriate fund account.

10400

Petty Cash Fund Number

Fund Custodian

Date _____

Department Chair, Dean, or Director

Date _____

Assistant Controller

Date _____