

Petty Cash Fund Termination Letter

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

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.

180015 - 10400

Petty Cash Fund Number & Account Code

Fund Custodian Date _____

Department Chair, Dean, or Director Date _____

UBO Date _____

Finance & Administration Date _____