

University of Florida
Change, Petty Cash, and Research Stipend Funds
New Fund Information - Change Fund

Department Name			
Custodian Name		UFID	
Custodian Signature		Date:	
Fund Amount (\$)			

Note to Custodian: Treasury Management is responsible for the stewardship of the University's cash and investments, including change funds. We need assurance that the funds you are requesting will be well safeguarded and appropriately used while under your supervision. Please consider these aspects carefully when answering the questions below.

As custodian, you are responsible for safeguarding the fund, maintaining its records, and ensuring that it is spent appropriately and in accordance with UF policy.

HOW WILL THE FUND BE SECURED?	
Best practice: Departments frequently use a safe and cash register, or a lockbox kept in a locked desk drawer or filing cabinet. Ideally, only a couple of people will have access to the change funds - enough so the fund is always accessible, but few enough to limit the risk associated with having multiple people with access to the fund. Funds can be checked out to cashiers using a log or receipting system. Change funds should be routinely counted and the count results documented.	
Where will the fund be located? (building, room)	
How will it be secured? (cash register, lockbox, etc)	
Who will have physical access to the funds? For example, who will have access to the register/safe, a key to the lockbox or desk drawer, or access to the office?	
Are all people with access to the funds aware of the procedures regarding the fund?	
How often will the fund be counted and how will those counts be documented?	
How long will the fund be open?	

WHO WILL HAVE ACCESS TO THE FUNDS?			
List all individuals with direct access to the funds (i.e. key to office, combination to safe, etc).			
Name	UFID	Title	Signature

Submit form to Treasury Management, S-113 Criser Hall, PO Box 114050, Gainesville FL 32611-4050