

To: Debbie Phair
Director of Accounting Operations
Financial Management Operations
MS 6000

TEXAS A & M UNIVERSITY

Change in Permanent Working Fund Cash Custodian

I am requesting that Working Fund: _____ be transferred
from _____ to _____.

Amount of Working Fund: _____

Purpose of working Fund:

I hereby acknowledge responsibility for the working fund described above. As fund custodian, I understand and accept the fact that I am personally responsible for the safety and accountability of the funds entrusted to me until the monies are returned to Financial Management Operations or until I am relieved of that responsibility by the completion of a transfer of the funds to another individual by means of a new custodial transfer. I also understand that a complete accounting of all expenditures, **supported with receipts**, will be made and that these funds are to be used only for the purpose specified above.. I have read and understand System Regulations 21.01.02 dealing with cash handling procedures and 21.01.03 Disbursement of Fund. <http://tamus.edu/offices/policy/mainmanual.htm#finance>

Custodian Signature

Date:

A/R Customer #: _____
(UIN#)

Department Head Signature

Date: