

April 25, 2005

**PETTY CASH FUND CERTIFICATION**

The following Petty Cash fund is presently recorded on the books of the University. Please confirm that this fund is in the possession of your Department by completing, signing and returning this form to:

**OFFICE OF THE CONTROLLER  
FINANCIAL REPORTING  
MAIL CODE 7405**

Corrections or modifications to the following information should be brought to the attention of Georgia Pike (854-1011).

Petty Cash Fund for .....\$

Against ACCOUNT #

In Department #

Advanced To :

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Cash on hand.....\$

Petty Cash Slips On Hand.....\$

Outstanding Reimbursements.....\$

TOTAL PETTY CASH CERTIFIED.....\$

Date\_\_\_\_\_

Signature\_\_\_\_\_

Title \_\_\_\_\_

(Dean, Director, Business Officer,  
Departmental Administrator)

Cc: Patricia Scipio