

Master File # \_\_\_\_\_

Oracle Account # \_\_\_\_\_

**IMPREST PETTY CASH AND CHANGE FUND AGREEMENT**

Date \_\_\_\_\_

I, \_\_\_\_\_, acknowledge receipt of \$ \_\_\_\_\_, which is to be utilized in the \_\_\_\_\_ Department as a \_\_\_\_\_ (petty cash or change) fund. I am fully aware that the control, accountability, and maintenance of this fund is my responsibility and that I may be called upon at any time to explain or account for imbalances to this fund. I hereby authorize The University of Alabama at Birmingham to take steps to recover shortages to this fund through payroll deductions or other means.

I understand that, if due to a transfer, promotion, or termination, I am required to relinquish responsibility of this fund; I will identify the new custodian in writing to the Director of General or Grants and Contracts Accounting. I recognize that my failure to comply with the provisions of this agreement may result in termination of this fund.

I understand that a checking account cannot be opened with UAB's name in the account title or with UAB's tax identification number for deposit of these funds. Any bank fees incurred on this fund are not reimbursable by the University.

I understand that, it is my responsibility as fund custodian to reconcile the imprest fund quarterly, returning the reconciliation to General or Grants and Contracts Accounting.

I understand that it is my responsibility to familiarize myself with the imprest cash fund procedures. These procedures are presented as a link on the General and Grants and Contracts Accounting web page. (If you do not have access to the internet, a copy will be provided upon your request.)

Witness \_\_\_\_\_ Fund Custodian \_\_\_\_\_