

**UNIVERSITY OF HOUSTON-DOWNTOWN
CASH HANDLING POLICY
APPOINTMENT FORM**

The following named individual has been appointed as fund custodian for the petty cash/change fund for the listed department:

Name: _____

Department: _____

Petty Cash or Change Fund Established Amount: _____

Department Head or Administrator: _____

Date: _____

PLEASE FORWARD this completed form and the Acknowledgement Form to Business Affairs. All fund custodians are required to read University of Houston-Downtown policies and procedures concerning cash handling and sign a statement acknowledging the duties and responsibilities of a fund custodian. Business Affairs will enroll the above named individual in online training to complete this requirement. The training must be completed within 14 days of enrollment notice.

Approved: _____ Date: _____

Assistant Vice President for Business Affairs