

**AUSTIN PEAY STATE UNIVERSITY  
PETTY CASH FUND AUTHORIZATION AND CUSTODIAN DESIGNATION**

**Petty Cash Fund Location** \_\_\_\_\_

**Designated Custodian** \_\_\_\_\_

**Effective Date** \_\_\_\_\_

**Amount** \_\_\_\_\_

Cash Handling Policy 4:011: It is the policy of Austin Peay State University to develop, practice and monitor efficient and effective internal cash handling controls for its operation. Student Account Services is responsible for the collection and control of cash at the University and may delegate this responsibility to others.

The petty cash funds are designated to provide change at Austin Peay State University events. The funds must not be used to make purchases, pay vendors, or cover any expenses outside of their intended purpose. To ensure proper financial control and accountability, all vendor payments and purchases must be processed through the standard procurement or accounts payable procedures. Expenditure transfers should never be used as part of petty cash. If funds are used for an unapproved purpose, petty cash privileges may be revoked. As Custodian, I hereby acknowledge the responsibility of the petty cash and adhere to Cash Handling Policy 4:011.

**Measures taken to safeguard these funds (locked in a safe, metal box, etc.)**

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Custodian of Petty Cash**

\_\_\_\_\_  
**Approved for Department**

\_\_\_\_\_  
**Director, Student Account Services**

\_\_\_\_\_  
**Associate Vice President Budget and  
Finance**