

UNIVERSITY OF PITTSBURGH
PETTY CASH

STATEMENT OF RECEIPT

I, _____, acknowledge receipt of \$xxx.xx for a petty cash fund for which I am named primary custodian/co-custodian. I further recognize I am personally responsible for any portion of these funds allocated for my use, or in respect to which I have authorized disbursement. I also understand that an equivalent amount from my wages is subject to attachment in the event of loss of funds allocated to or disbursed by me. I understand operation of the fund is controlled by **Petty Cash Policy and Procedure 05-06-06**, a copy of which I have received and will read before disbursement of any cash from the fund. I certify the fund is intact and located at the _____.

Name of Custodian
Department

Date

Phone: XXX-XXX-XXXX

E-Mail: _____

Account # XX.XXXXX.XXXX.XXXXX.XXXXX.XXXXX.XXXXX

Reference # XXXXX

SITEID: PCFXXXXX

Custodian(s):

Business Manager:

Return to:

General Accounting – Petty Cash Coordinator
3700 Cathedral of Learning
Pittsburgh, PA 15260