

**UNIVERSITY OF ARKANSAS, FAYETTEVILLE  
CUSTODIAN TRANSFER COUNT CERTIFICATION**

FUND NAME AND COST CENTER, IF APPLICABLE

DATE \_\_\_\_\_  
TIME \_\_\_\_\_

LOOSE COIN:	\$	1.00	_____	_____	
		0.50	_____	_____	
		0.25	_____	_____	
		0.10	_____	_____	
		0.05	_____	_____	
		0.01	_____	_____	_____
ROLLED COIN:	\$	1.00	_____	_____	
		0.50	_____	_____	
		0.25	_____	_____	
		0.10	_____	_____	
		0.05	_____	_____	
		0.01	_____	_____	_____
CURRENCY:	\$	100	_____	_____	
		50	_____	_____	
		20	_____	_____	
		10	_____	_____	
		5	_____	_____	
		1	_____	_____	_____

TOTAL CASH \_\_\_\_\_

PLUS: EXPENSE RECEIPTS PENDING REIMBURSEMENT, IF APPLICABLE (PETTY CASH FUNDS ONLY)\* \_\_\_\_\_

TOTAL FUNDS TO BE TRANSFERRED (CASH AND DOCUMENTED REIMBURSEMENTS PENDING)\*\* \_\_\_\_\_

LESS: FUND BALANCE PER AGREEMENT (i.e. \$500.00 petty cash fund total) \_\_\_\_\_

CASH OVER OR (SHORT) (i.e. \$450.00 cash plus \$50.00 expenses pending reimbursement less \$500.00 fund balance should equal zero; if not, you should report this amount) \_\_\_\_\_

\* A SCHEDULE OF PETTY CASH DISBURSEMENTS INCLUDING SUPPORTING RECEIPTS EQUAL TO THE TOTAL "EXPENSE RECEIPTS PENDING REIMBURSEMENT" SHOULD BE PROVIDED TO THE PARTY RECEIVING THE TRANSFER OF THE ABOVE FUNDS.

I CERTIFY THAT THE ABOVE FUNDS\*\* REPRESENT ALL MONIES INCLUDING DOCUMENTED REIMBURSEMENTS PENDING, IF ANY, FOR WHICH I WAS OR AM NOW CUSTODIAN. I FURTHER CERTIFY THAT THE ABOVE FUNDS WERE COUNTED IN MY PRESENCE AND I AGREE WITH THE AMOUNTS SHOWN ABOVE.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CURRENT CUSTODIAN'S SIGNATURE

\_\_\_\_\_  
CURRENT CUSTODIAN PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TEMPORARY CUSTODIAN'S SIGNATURE, IF USED

\_\_\_\_\_  
TEMPORARY CUSTODIAN PRINT, IF USED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NEW CUSTODIAN'S SIGNATURE\*\*\*

\*\*\*IF A TEMPORARY CUSTODIAN IS USED THE NEW CUSTODIAN SHOULD VERIFY THE AMOUNTS BY PERFORMING A RECOUNT INDICATING THE DATE THAT RECOUNT WAS PERFORMED.

\_\_\_\_\_  
NEW CUSTODIAN PRINT\*\*\*