

Fund Count & Custodian Transfer Form

**IDAHO STATE UNIVERSITY
DEPARTMENT CASH COUNT**

Fund No. _____

Fund Type: Change Petty Cash

Location: _____ Current Custodian: _____

Date Counted: _____ Time Counted: _____

	Number	Amount	
Currency:			
\$20		\$	
\$10		\$	
\$5		\$	
\$1		\$	
Other		\$	
Total Currency			\$ _____

Coins:			
\$1.00		\$	
\$.50		\$	
\$.25		\$	
\$.10		\$	
\$.05		\$	
\$.01		\$	
Total Coins			\$ _____

Checks & Other Cash Items:			
Date	Check No.	Drawn By	
			\$ _____
			\$ _____
			\$ _____
			\$ _____
Total Checks & Other Cash Items			\$ _____
Total Cash			\$ _____

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Total Cash (From Cash Count) \$ _____

Less Undeposited Receipts:

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total Undeposited Receipts \$ _____

Plus Unreimbursed Items:

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total Unreimbursed Items \$ _____

Fund Total \$ _____

Authorized Fund Total \$ _____

Cash Over / (Short) \$ _____

I hereby certify that the current custodian has counted the cash and cash items in my presence. The count total represents all undeposited cash and cash items for which I will be responsible at the time of this count. The above cash and cash items in the amount of \$ _____ have been transferred to me, the new fund custodian.

Current Custodian's Signature

Date

New Custodian's Signature

Date

Print Name