



Attachment II

Petty Cash Fund Custodian's Statement of Responsibility

I, _____, acknowledge custody of Petty Cash Fund No. _____ in the amount of \$_____ established on _____ for the purpose of transacting cash expenditures within the guidelines of Berea College Policies and Procedures as stated in the Petty Cash Policy and Procedures.

I assume responsibility for the proper control and accountability of the fund at all times. I agree that actual petty cash expenses will be reported on the Reconciliation of Petty Cash Fund on a monthly basis. If I do not provide proper accounting upon termination of my responsibility for this fund, I hereby authorize Berea College to deduct the amount of any missing or unaccounted funds from my paycheck.

I further assume responsibility for informing the Office of Financial Affairs, in writing, of any changes pertaining to the information provided herein.

Signed this _____ day of _____, 200____.

Custodian

Department Head**

Must have signature**