Cash Settlement & Account Termination Form

University of California, San Francisco
Complete this form and send, with supporting documents, to:
UCSF Controller's Office
Petty Cash Desk - Cash and Controls Team
1855 Folsom Street, Suite 425
San Francisco, CA 94143-0815

☐ **I am decreasing a petty cash/change fund acct.**

☐ **I am terminating a petty cash account.**

☐ **I am terminating a change fund account.**

☐ **I am terminating a special cash account.**

CUSTODIAN
Please Print or Type Full Name

INSTRUCTIONS:

Line 1.   Any cash remaining in the account must be deposited at Bank of America. Enter the amount on line 1 and attach a copy of the bank receipts. Contact Petty Cash Desk for instructions.

Line 2.   If cash has been disbursed prior to this closing and has not been replenished, enter the amount(s) on Lines 2a, 2b, and 2c. Give the Fund Number, Dept ID, Project, and Function to be charged for each. Attach original receipts or other signed documentation verifying outstanding disbursement. Line 2 is not applicable to change accounts.

Line 3.   Add lines 1 and 2.

Line 4.   Enter the total authorization amount of the account.

Line 5.   Subtract line 4 from line 3 and enter the unaccounted balance. The balance should be $0. Shortages or overages require an explanation (see below).

		Fund	Dept ID	Project	Period	Function	Flexfield
1. Cash Returned.							
2a. Receipts submitted in lieu of cash.							
	b.						
	c.						
3. Subtotal							
4. Approved Amount							
5. Unaccounted Balance.							

EXPLANATIONS: (Required if line 5 is not $0.)

I hereby relinquish responsibility for this acct by returning all cash advances and/or by documenting all legitimate disbursements.

CUSTODIAN'S SIGNATURE

Date
(MMDDYY)

DEPARTMENTAL APPROVAL (Signature)

Date
(MMDDYY)

Account termination completed.

PETTY CASH DESK APPROVAL (Signature)
BOX 0815

Date
(MMDDYY)

Extension

TITLE (Please Print)

Revision 3/7/2014