



Starting Cash Agreement

This document is evidence that a total of \$_____ has been issued to

_____ for the purpose of providing starting cash for
(Department)

_____. The individual responsible for operating this fund is
(function(s))

_____. We agree to safeguard and maintain this cash balance and

comply with the established [campus cash handling policy](#) in operating this fund. We

have developed department specific cash handling procedures to comply with this

policy. We agree to notify the Business Office immediately when there is a change in

the individual(s) responsible for this cash.

Signature _____
(Person Responsible for Cash) Date

Print Name _____

Title _____

Supervisor Signature _____
Date

Print Name _____

When complete, please forward to Controller's Office, Old Main 202.