



Cash Office

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## Petty Cash Agreement Form

Section 1 : Custodian Information	
Name	
Department	
Phone number	Fax:
Email	
ID Number	
Department Head	

Section 2 : Type of Agreement, amount, location	
<input type="checkbox"/> New Agreement	Amount requested: \$ _____
<input type="checkbox"/> Amended Agreement	Change amount from: \$ _____ to \$ _____
<input type="checkbox"/> Change in Custodian	Verified cash on hand: \$ _____ Previous Custodian: _____
Security and location of fund	_____ _____

### Petty Cash Agreement

I agree to be responsible in the care of the petty cash and have read and understand Petty Cash Procedures.

\_\_\_\_\_  
Custodian Signature

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

For Cash Office Use		
Date:	Receipt number:	Initials: