PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

Attachment 2
Prairie View A&M University
Departmental Petty Cash/Working Fund-Responsibility Statement

I, _____ accept full responsibility for the working fund/petty cash of $_____established for my department. I certify that I have read and understand the responsibilities and restrictions outlined in the University's administrative procedures for Departmental Petty Cash/Working Funds and The TAMU System Policy and Regulation on Receipt, Custody, and Deposits of Revenue: http://www.tamus.edu/offices/policy/policies/pdf/21-01-02.pdf . I understand I will be held responsible for the proper safeguarding and disbursement of these funds and will be required to reimburse the fund for any loss due to negligence on my part or due to improper disbursement of funds. I understand any improper use of the funds may result in disciplinary action, up to and including termination.

Signed:	_____	_____
	Responsible Employee	Date
Signed:	_____	_____
	Department Head	Date
Witnessed:	_____	_____
	Manager, Treasury Services	Date
Approved:	_____	_____
	Asst. V.P. for Financial Services	Date

Revised: January 4, 2009