

PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

PRAIRIE VIEW A&M UNIVERSITY Administrative Procedures Manual

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

l,	accept full resp	onsibility for the w	vorking fund/petty cash of
\$	established for my department. I certify that I have read and understand the		
responsibiliti	es and restrictions outlined in the Univer	sity's administrativ	e procedures for Departmenta
Petty Cash/	Working Funds and The TAMU System Po	olicy and Regulati	on on Receipt, Custody, and
,	Revenue: http://policies.tamus.edu/21-0	,	
•	er safeguarding and disbursement of th	•	•
	loss due to negligence on my part or d		•
,	any improper use of the funds may resu		
termination.	3	iit ii i alsolpiii ar y a	ettern, up to arra mordanig
Signed:			
	Responsible Employee	Date	-
Signed:			_
	Department Head	Date	
Approved:			_
	Director of Treasury Services	Date	
Approved:			-
	Assoc. V.P. for Financial Mgmt Svcs	Date	

Revised: 08/13/2015