

The [State Administrative Manual \(SAM\) Section 8111.2](#) states that the Custodian of Cash Purchase (petty cash) or Change Fund is personally responsible for the amount of the advance and is to be counted by an employee other than the Custodian of the fund in accordance with the following schedule:

<u>Size of Cash Purchase or Change Fund</u>	<u>Frequency of Count</u>
\$200.00 or less	Annually
\$201.00 to \$500.00	Quarterly
\$500.01 to \$2,500.00	Monthly

CUSTODIAN NAME	BUSINESSUNIT NAME
AUTHORIZED CASH PURCHASE FUND AMOUNT	AUTHORIZED CHANGE FUND AMOUNT

I have counted the fund and the amount on hand are:

Cash Purchase Fund: \$ _____ + \$ _____ = \$ _____
 Cash & Coins Receipts Total Petty Cash

Note: Cash Purchase Fund includes cash unreimbursed invoices/receipts, and uncashed revolving fund checks received in reimbursement of purchases.

Change Fund: \$ _____

I certify that the foregoing is true and correct:

REVIEWING OFFICER NAME	TITLE	BUSINESS PHONE NUMBER
SIGNATURE		DATE