

**Memorandum of Understanding (MOU) for Petty Cash Funds**  
UW–Madison

Custodian name:

NR:

Department ID:

Project ID:

Petty cash fund amount:

**Responsibilities**

**A. Overall**

- A1. I am a UW–Madison employee.
- A2. I will ensure a) no conflict of interest and no related parties between Custodian and Reconciler and b) the Custodian and Reconciler are UW–Madison employees.
- A3. Personal funds will not be used to maintain the petty cash fund.
- A4. Cash will not be advanced out of the petty cash fund.
- A5. No refunds will be issued out of the petty cash fund.
- A6. I will stay current with all required training related to my responsibilities to ensure compliance with related University procedural requirements.
- A7. I will review and follow the Custodian Funds Policy and Procedures for petty cash accounts.

**B. Custodian Responsibilities**

- B1. I, the Custodian, am not a Reconciler for this petty cash fund.
- B2. Ensure all activity, documents, and reconciliations are maintained and stored in a central, secure location according to the UW General Records Schedule ([https://cms.library.wisc.edu/archives/wp-content/uploads/sites/21/2016/11/Fiscal\\_Accounting\\_UWS2012-11-2016.pdf](https://cms.library.wisc.edu/archives/wp-content/uploads/sites/21/2016/11/Fiscal_Accounting_UWS2012-11-2016.pdf)).
- B3. Ensure the replenishment procedure is followed to replenish the petty cash fund every 90 days or sooner, based on activity.
- B4. Notify the Department, Dean’s Office, and Accounting Services Cash Management when there is a change in Custodian and/or Reconciler and prepare applicable Custodian Funds forms.

**C. Reconciler Responsibilities**

- C1. I, the Reconciler, am not a Custodian for this petty cash fund.
- C2. Ensure petty cash reconciliations are done weekly and documented by reconciling to the authorized advanced level.
- C3. Notify the Custodian when there is a change in Reconciler.
- C4. Ensure all reconciliations and related documents are maintained and stored in a central, secure location according to the UW General Records Schedule ([https://cms.library.wisc.edu/archives/wp-content/uploads/sites/21/2016/11/Fiscal\\_Accounting\\_UWS2012-11-2016.pdf](https://cms.library.wisc.edu/archives/wp-content/uploads/sites/21/2016/11/Fiscal_Accounting_UWS2012-11-2016.pdf)).

Please provide a description as to how the petty cash is used:

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Signing below means you agree to the following statement:

**I understand not following these procedures will result in the loss of petty cash fund privileges.**

	Printed Name	Signature	Date
Custodian			
Reconciler			
Department Chairperson/Director			
School, College, or Auxiliary Business Office Financial Officer			