**STATE OF ALASKA**

Petty Cash and Change Funds

As of

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| **Petty Cash and Change Fund Reports** (Verification and Justification) for changes in custodian, verification must be completed to ensure proper funds exist at the time of change. Please complete and forward, through your finance officer, to Petty Cash Accountant ([doa.dof.acctsvcs@alaska.gov](mailto:doa.dof.acctsvcs@alaska.gov)). | |
| **Custodian:** | **Department:** |
| **Amount:** | **Vendor Code:** |
| **SECTION I, VERIFICATION:**  This portion of the report is to be completed by someone other than the custodian of the fund. | |
| I have verified the petty cash/change fund account on       (date) in the custody of       (custodian), and find that the fund total, including unreimbursed invoices, is $ .  Cash on Hand: $  Unreimbursed Invoices: $  Checking Account Balance: $  Total: $ | |
| The fund is located in       (City) and is used as a:  Petty Cash Fund  Change Fund | |
| If a bank account is involved, please attach to this verification a copy of the statement       (date) and your       (date) reconciliation. | |
| Signature of Verifier (Other than Custodian): | |
| **SECTION II, JUSTIFICATION:**  This portion of the report is to be completed by the fund custodian. Please answer all questions. | |
| 1) What products or services do you procure that must be paid in cash rather than a state issued credit card, field warrant, or other available payment methods? | |
| 2) What is the approximate amount of these "cash only" purchases per month? | |
| 3) Do you or anyone in your immediate work area have a state issued credit card or the authority to issue field warrants? | |
| Signature of Fund Custodian: | |

Email form to: [**doa.dof.acctsvcs@alaska.gov**](mailto:doa.dof.acctsvcs@alaska.gov)