Johns Hopkins University
Statement of Petty Cash Custodian’s Responsibility

PART I: To be Completed by Department

Date Sent: ___________________ Fund Amount: $__________________________

Cash Journal Number and/or Bank Account Name P/C General Ledger Number

Department Name Project Name and Funding Agency (if applicable)

Room & Building (if applicable) Off-Campus Location of Remote Funds (if applicable)

Print Custodian Name Telephone # Employee I.D. E-mail Address

Print P/C Administrator Name Telephone # Employee I.D. E-mail Address

PART II: To be Completed by the Custodian

I, ____________________________, acknowledge responsibility of the Petty Cash Fund (the “Fund”) in the amount of $__________________ for the purpose of transacting petty cash expenditures (domestic or remote fund) within the guidelines of The Johns Hopkins University Petty Cash Policies and Procedures.

I assume the responsibility for proper control and accountability for the Fund at all times and agree to complete the Petty Cash training prior to receiving the funds or gaining access in SAP to the Petty Cash Fund designated above.

I agree that actual petty cash expenses will be reported in the SAP system in a timely manner. If I do not provide an accounting upon request or at the termination of my responsibility for this Fund, I understand that an internal investigation may ensue and, depending on the results of the investigation, I may be required to repay any missing or unaccounted funds to Johns Hopkins University in accordance with The Johns Hopkins University’s Petty Cash Policies and Procedures.

I further assume the responsibility for informing the Divisional Business Officer, in writing (Form B-29), of any changes in the information provided by this statement.

________________________________________________________   _____________________
Custodian Signature Date

Please return your completed request to the following:

Treasury Operations
treasury.help@jhu.edu
3910 Keswick Road, N-5100
Baltimore, MD 21211

Form B-30 revised 09/20/19