

CHANGE FUND CUSTODIAL AGREEMENT/PROMISSORY NOTE

As custodian of these funds for the department of _____, I _____, acknowledge receipt from The University of Arizona, Tucson, Arizona, the principal sum of _____, (\$_____).

Choose Payment in full must be completed by _____,
One Expiration of this note is April 30,_____ (renews annually)

My signature indicates my intent to comply with the policies and procedures set forth in the FRS Departmental Manual, 8.10 Cash Receiving (<http://www.fso.arizona.edu/fso/deptman/8/810recpt.html>), regarding the Cashiering Functions and maintain supporting documentation.

In the event of severance of my employment with The University of Arizona, the advance shall become due and payable immediately. In the event of default in the payment of this Note, the holder of this Note may without notice, demand, protest, or other formality accelerate the balance due and demand the entire balance due immediately.

This Change Fund Custodial Agreement/Promissory Note is governed in all respects by the laws of the State of Arizona and **cannot be transferred to another individual.**

EMPLOYEE SIGNATURE _____
DATE

GL ACCOUNT NUMBER: _____ ACCOUNT CONTROL: 1141

EMPLOYEE ID NUMBER: _____ DEPT #: _____

APPROVED BY _____ DATE _____
Department

APPROVED BY _____ DATE _____
University of Arizona Assistant Comptroller/Assistant Director of Sponsored Projects