

**UNIVERSITY OF HOUSTON-DOWNTOWN  
CASH HANDLING POLICY  
APPOINTMENT FORM**

The following named individual has been appointed as fund custodian for the change fund for the listed department:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Change Fund Established Amount: \_\_\_\_\_

Department Head or Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE FORWARD this completed form and the Acknowledgment Form to Business Affairs. All fund custodians are required to read University of Houston-Downtown policies and procedures concerning cash handling and sign a statement acknowledging the duties and responsibilities of a fund custodian. Business Affairs will enroll the above named individual in on-line training to complete this requirement. The training must be completed within 14 days of enrollment notice.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Vice President for Business Affairs