

This form should be sent to the District Accounting Office, together with a copy of the deposit slip (or receipt) from the Campus Cashier's Office for the amount of cash returned, and the original receipts for unreimbursed expenses.

NAME OF CUSTODIAN

FUND IS BEING CLOSED Permanently Temporarily

A. Amount of unreimbursed receipts attached

B. Amount of cash returned (cashier's receipt attached) \_\_\_\_\_

C. Total of Lines A & B

D. Stated amount of Fund

E. Discrepancy between Lines C & D (if any) \_\_\_\_\_

Explanation: \_\_\_\_\_

The unreimbursed receipts should be charged as follows:

	ACCOUNT # 10 digits	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	TOTAL:	

Signature of Custodian	Date	Ext.
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Signature of Department Manager	Date	Ext.
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