



# CASH FUND REIMBURSEMENT FORM

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

To: TTUHSC Accounting Services  
Attn: Cash Fund Accountant  
Mail Stop 6274  
Lubbock, TX 79430

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This document serves as a request for cash fund reimbursements.  
Please process a check for the following amount:

**Original Cash Fund Balance:** \$ \_\_\_\_\_

**Less Cash on Hand:** - \$ \_\_\_\_\_

**Equals Cash Fund Reimbursement:** \$ \_\_\_\_\_

**FOP:** \_\_\_\_\_  
*(Fund-Org-Prog)*

\_\_\_\_\_ **570000** \_\_\_\_\_  
*Over/Short Account*

- Attached explanation regarding shortage and resolution to prevent future shortages
- Attached documentation showing notification to Audit Services for shortages over \$100
- Attached documentation showing notification to TTUHSC Police Department for shortages over \$100

**Check Handling:**

\_\_\_\_\_ Call me to pick up the check at phone # \_\_\_\_\_  
(Check will need to be picked up from Payment Services located at SW Campus Suite 205)

\_\_\_\_\_ Mail check to the above address.

Sincerely,

\_\_\_\_\_  
*Collection Custodian*