Note: Administrative Bank Accounts are not included in this document because these are specific to Business Services.

**Change Funds**

**To open:**
- Justification Letter
- Custodian Fund Request Form
- Custodian Fund Agreement Form
- Bank Deposit Slip Order Form
- MOU

**To maintain:**
- Daily Reconciliations
- Coin Request Procedures to Replenish
- Review Account Code 6167

**To close:**
- Contact Cash Management

**Contingent Checking Accounts**

**To open:**
- Justification Letter
- Custodian Fund Request Form
- Custodian Fund Agreement Form
- Custodian Fund Budget Form
- New Bank Acct Info Form
- Check Order Form
- Bank Acct Access Website Form
- MOUs
- US Bank Signature Form

**To maintain:**
- Monthly Reconciliations
- Custodian Fund Accounting Form
- Expense Log
- Invoices

**To close:**
- Custodian Fund Accounting Form
- Expense Log
- Check Shred Confirmation

**Petty Cash**

**To open:**
- Justification Letter
- Custodian Fund Request Form
- Custodian Fund Agreement Form
- MOU

**To maintain:**
- Weekly Reconciliations
- Replenishments at least every 90 days
- Review Account Code 6167

**To close:**
- Contact Cash Management
Replenishable Bank Accounts

To open:
- Justification Letter
- Custodian Fund Request Form
- Custodian Fund Agreement Form
- Custodian Fund Budget Form
- New Bank AcctInfo Form
- Check Order Form
- Bank Acct Website Access Form
- MOUs
- US Bank Signature Form

To maintain:
- Monthly Reconciliations
- Custodian Fund Accounting Form
- Research Participant Log

To close:
- Custodian Fund Accounting Form
- Research Participant Log
- Check Shred Confirmation

Target/Transaction Balance Accounts (TBA)

To open:
- Justification Letter
- Custodian Fund Request Form
- Custodian Fund Agreement Form
- Bank Deposit Slip Order Form
- New Bank Acct Info Form
- Bank Acct Website Access Form
- MOU
- US Bank Signature Form

To maintain:
- Monthly Reconciliations

To close:
- Contact Cash Management

Temporary Funds

To open:
- Custodian Fund Request Form (include justification of purpose of study and how it is linked to the project)
- Custodian Fund Agreement Form
- Custodian Fund Budget Form

To maintain:
- Custodian Fund Accounting Form
- Review Account Code 6167

To close:
- Custodian Fund Accounting Form
- Research Participant Log
- Personal check if full amount of Temp Fund is not used