

Purpose of form

This form is used when the administrator of a facility accepts the responsibility of holding a recipient's money in trust and handling it. The administrator must keep an accurate accounting of all receipts and expenditures and the amount of money on hand at all times.

Instructions

One copy of this form is prepared by the administrator of the facility when he or she accepts the responsibility of holding the recipient's money in trust and handling it.

Routing

The original form is retained in the facility providing care and is available for inspection.