



## Request for an Increase in Fund Amount

Please complete this form when there is a request for an increase in fund amount, either for the petty cash fund or change fund. Send completed form to Gloria Pageau, Finance, ECH.

Date of Request:	Department:
Original Fund Amount:	Building & Room Location:
Additional Amount Requested: \$ _____	
Fund Type: <u>Petty Cash Fund</u> or <u>Change Fund</u> (please circle one)	
Reason for Request: Please describe why an increase in fund amount is required. _____ _____ _____	
Is Amount Requested: <u>Permanent</u> or <u>Temporary</u> (please circle one) If Temporary, specify date money will be returned by: _____	
Please fill in the department's account flex field below: Department AFF: _____ - 100 - ____ - 0000 - 000000 - _____ - 0000 - 000	
I hereby agree that I have read and understand the Petty Cash or Change Fund Procedures located on the Finance website.	
_____ Custodian Name & Phone Ext. (please print)	_____ Signature of Custodian
_____ Name of Approver & Phone Ext. (please print)	_____ Signature of Approver (Dean, Chair/Director or Department Head)

Finance Use Only:

\_\_\_\_\_  
Gloria Pageau, Financial Reporting

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

\_\_\_\_\_  
Payables Accounting Analyst

\_\_\_\_\_  
Date System Updated