



Request for a New Petty Cash Fund

Please complete this form when there is a request to start a new Petty Cash Fund. Send completed form to Gloria Pageau, Finance-ECH.

Date of Request:	Department:
Amount Requested: \$	Building & Room Location:
<p>Reason for Request:</p> <p>Please describe what type of expenses the petty cash will be used for.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Please confirm the funds will be stored securely on campus, i.e. in a locked cash box and/or safe.</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If No, specify where the funds will be stored _____.</p>	
<p>Status of Fund: <u>Permanent</u> or <u>Temporary</u> (Please circle one).</p> <p>If Temporary, specify date money will be returned by: _____</p>	
<p>Please fill in the department's account flex field below:</p> <p>Department AFF: _____ - 100 - 100 - 0000 - 000000 - 1000 - 0000 - 000</p>	
<p>I hereby agree that I have read and understand the Petty Cash Procedures as found on the Finance website.</p>	
<p>_____ Name of Custodian & Phone Ext. (please print)</p>	<p>_____ Signature of Custodian</p>
<p>_____ Name of Approver & Phone Ext. (please print)</p>	<p>_____ Signature of Approver (Dean, Chair/Director or Department Head)</p>

Finance Use Only:	
<p>_____ Gloria Pageau, Financial Reporting</p>	<p>_____ Date Approved</p>
<p>_____ Payables Accounting Analyst</p>	<p>_____ Date System Updated</p>