

REQUEST TO ESTABLISH A PETTY CASH FUND

MEMO TO: Controller

FROM:

DATE:

SUBJECT: **Request to Establish a Petty Cash Fund**

I request that _____ be authorized to establish a
(Organization Name)

petty cash fund in the amount of \$ _____.

Justification for proposed use and estimated monthly transactions are as follows:

I certify that the petty cash fund will be operated in full compliance with the University's written procedures for petty cash. The fund custodian will be _____, _____. The designated alternate custodian
(Name) (Phone #)
to act in his/her absence is _____, _____.
(Name) (Phone #)

The cash and records for this fund will be located in _____
(Building and Room)
and will be safeguarded as prescribed in the above procedures. The funds and records will be available for any scheduled and/or unannounced audit.

Signature of Petty Cash Fund Custodian

Signature of Dean/Department Head

DO NOT WRITE BELOW THIS LINE

Approved _____
Controller

Date