

**REQUEST TO INCREASE A PETTY CASH FUND**

MEMO TO: Controller

FROM:

DATE:

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

I request that \_\_\_\_\_ be authorized to increase our petty  
(Organization Name)

cash fund from \$\_\_\_\_\_ to 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