



Request to close a petty cash fund or change fund

Memo to: Controller

From: _____

Date: _____

Subject: Request to close/adjust petty cash or change fund

- I request approval by the parties listed below to close/adjust the petty cash or change fund for my department or University organization.
 - The total cash amount or adjustment amount will be deposited into the FOAP listed below. UNC's Internal Auditor has reviewed this request and approved the closure or adjustment.
 - I will hand-deliver the cash, a Deposit Transmittal form and this form to the Head Cashier in the Bursar's Office, located in Carter Hall.
 - These steps will signify relinquishment of custody of the funds.
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Amount being deposited: \$ _____

Receiving FOAP _____

Head Cashier signature _____

Cash Accountant signature _____

UNC Controller signature _____
