



Request to establish Petty Cash fund

Memo to: Controller

From:

Date:

Subject: Request to establish a Petty Cash fund

I request that _____ be authorized to establish a Petty Cash fund in the
(Organization Name)

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

Fund Custodian Name _____ Phone _____

Fund Custodian signature _____

Alternate custodian to act in his/her absence _____ Phone _____

Alternate Custodian signature _____

Dean/Department Head signature _____

Do not write below this line

Controller Approval _____ Date _____