# 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.

<table>
<thead>
<tr>
<th>Date of Request:</th>
<th>Department:</th>
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<tr>
<th>Amount Requested: $</th>
<th>Building &amp; Room Location:</th>
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**Reason for Request:**
Please describe what type of expenses the petty cash will be used for.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please confirm the funds will be stored securely on campus, i.e. in a locked cash box and/or safe.

YES [ ] NO [ ] If No, specify where the funds will be stored______________________

**Status of Fund:** Permanent or Temporary (Please circle one). If Temporary, specify date money will be returned by: _______________________

Please fill in the department’s account flex field below:

Department AFF: _______ - 100 - 100 - 0000 - 000000 - 1000 - 0000 - 000

I hereby agree that I have read and understand the Petty Cash Procedures as found on the Finance website.

Name of Custodian & Phone Ext. (please print)  Signature of Custodian  

Name of Approver & Phone Ext. (please print)  Signature of Approver (Dean, Chair/Director or Department Head) 

**Finance Use Only:**

Gloria Pageau, Financial Reporting  Date Approved  

Payables Accounting Analyst  Date System Updated