

Select Fund Type

Today's Date:

Organization #:

Custodian Name:

Email ID:

Department:

Messenger Mail:

Phone Number:

Fund Name:

Requested Action:

Fund Amount:

If Changing-New Fund Amount:

New Custodian Print Name

New Custodian Signature

All Petty and Change Funds shall be subject to periodic audit by the University's Internal Audit Department, Treasury Management and the University's external auditors. Both Department Head and the Petty Fund Custodian shall be jointly responsible for ensuring that the funds are properly safeguarded. Any shortage of the Petty Fund account will be the responsibility of the department who owns the Petty Fund to bring the account back to its authorized balance. The Petty Fund Custodian and Petty Fund Approver may be held personally responsible for any loss of petty cash as a result of their fraudulent or negligent actions.

Treasury Approval:

Approval Signature:

Date: