



Request to Establish a Petty Cash Fund

Fund # _____

Date _____

Fund Name _____

Amount Requested _____

Part I-Purpose

Briefly describe how the petty cash will enhance the program supported by the fund:

Expenditures for which the petty cash will be used:

Minor Supplies Postage Refreshments Minor transportation costs

Other: _____ Other: _____

Part II-Custodianship and Security

Petty Cash Custodian: _____

SSN: _____

Title: _____

Department: _____

Home Address: _____

Street City State Zip Code

Campus Address: _____

Street Building Mail Code

Location of Petty Cash: Building _____ Room# _____

Lockbox Desk Drawer File Cabinet Bank Account

Names of other individuals who have access to the secured location of the fund:

Part III-Fund Administrator Approval

Fund Administrator

Date

Dean or Vice President

Date

Part IV-Custodian Certification

I hereby acknowledge receipt of Foundation funds in the amount of _____ to establish a petty cash fund as requested in this application. I have received a copy of the Foundation's petty cash policies and procedures. I understand that I am personally liable for petty cash that is lost, stolen, or otherwise misused.

Petty Cash Custodian

Date

FOR OFFICE USE ONLY-DO NOT WRITE BELOW THIS LINE

Approved Denied If denied explain: _____

Check #/EFT _____ By: _____ Date: _____