



PURPOSE OF THE FORM

1. Departments requiring the establishment or an increase to a petty cash fund must submit a Petty Cash Fund Request form.
2. The form must also be used whenever a new custodian is named to an existing petty cash fund.
3. The completed form must be authorized by the Department Administrator or Lead Administrator and submitted to Department of Treasury Services:
 - **Central:** 2 Whitney Ave, 1st floor, P.O. Box 208231
 - **Med School:** 333 Cedar Street, SHMIIIO

CUSTODIAN INFORMATION

1. Enter the following information in the spaces provided:
 - Department which is requesting the Petty Cash Fund.
 - Name, telephone number, and email address of the new custodian.

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1. In the Date field, enter the date the form was completed – in the format DD MON YYYY (e.g. 16 JAN 2017).
2. Check the box at the top of the form to indicate whether the form is being used to request a new fund, increase an existing fund, or change the custodian of an existing fund.
3. If changing a custodian, enter the exiting custodian’s ID/Vendor number.

REASON FOR THE FUND

1. Only cash boxes for the purpose of making change at retail outlets will be approved.

FUND DETAILS

1. Enter the following information in the spaces provided:
 - The COA distribution code to indicate how to charge the fund.
 - The actual physical location where all monies will be kept: building name, address, and office room number.
 - Description of how and where the funds will be secured: locked, fireproof, etc.
 - Requested dollar amount of the fund.

SIGNATURES

1. Enter the name, department, and phone number of the authorizer (Lead or Department Administrator) who is responsible for approving the request.
2. Both the authorizer and the custodian named in the header must sign and date the form.
3. If the form is being used to change the custodian of an existing fund, enter the name of the exiting custodian, and obtain a dated signature, if possible.

SUBMITTING THE FORM

1. Send the completed form to Treasury Services at:
 - 2 Whitney Avenue, 1st Floor, P.O. Box 208231
2. When the request is approved, Treasury Services will send a copy of the request to Accounts Payable.