

**University of Utah
PETTY CASH FUND
REQUEST/CHANGE FORM**

INSTRUCTIONS: To request a creation of a NEW PETTY CASH FUND, complete sections 1, 2, & 4 below.
To MAKE CHANGES to an existing petty cash fund, complete sections 1, 2, 3, & 4 below.

Custodian Acceptance

I accept custody of this petty cash fund with the understanding that I am solely and personally responsible for this fund. I have read and will follow the procedures outlined in section 3-21 of the University Policy and Procedures Manual. In the event of LOSS, through my negligence or failure to follow instructions, I will be PERSONALLY LIABLE for the amount.

Department Head Approval

I have reviewed this request, as to purpose and amount, and section 3-21 of the University Policy and Procedures Manual, and hereby approve issuance of a petty cash fund to the above named custodian. I understand that any funds which are lost, stolen or misappropriated and not recovered from the custodian will be covered by the department.