



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

Request a New Petty Cash Fund (Fill out Section 1 & 2)

Change Amount or Chartfield of Fund (Fill out Section 1 & 5)

Change Custodian (Fill out Section 1 & 4)

Close Fund (Fill out Section 1 & 3) & Attach Deposit Record

**PURPOSE OF NEW PETTY CASH FUND OR CHANGES TO THE FUND**

**SECTION 1 - BASIC INFORMATION**

**CUSTODIAN INFORMATION**

**DEPARTMENTAL INFORMATION**

Name:

EmplID:  Phone #:

E-mail

Department Name:

Department Head:

Activity/Project Responsible Person:

**CUSTODIAN ACCEPTANCE**

**DEPARTMENT HEAD APPROVAL**

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

I have reviewed this request, as to pupose 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.

Custodian Signature \_\_\_\_\_

Department Head Signature \_\_\_\_\_

**CURRENT CHARTFIELD**

BU	ORGID	FUND	ACTIVITY	PROJECT	ACCOUNT
					10100

Account to be encumbered in the case of Projects:

**SECTION 2 - REQUEST A NEW PETTY CASH FUND**

Desired Total Amount of Fund \$

**SECTION 4 - CHANGE CUSTODIAN**

Current Custodian Name:

New Custodian Name:

*Note: New custodian name and information must also be filled in in Section 1.*

**SECTION 3 - CLOSE PETTY CASH FUND**

Total Amount of Petty Cash Fund \$

**SECTION 5 - CHANGE AMOUNTS OF FUND OR CHARTFIELD**

**CHANGE FUND AMOUNT**

**CHARTFIELD CHANGES**

**FUND AMOUNT**

Current Amount \$

Amount of Increase/(Decrease) \$

New Total Amount \$

**NEW CHARTFIELD**

BU	ORGID	FUND	ACTIVITY	PROJECT	ACCOUNT
					10100

Account to be encumbered in the case of Projects:

**SECTION 6 - GENERAL ACCOUNTING OR GRANTS AND CONTRACTS OFFICE APPROVAL**

Accounting Manager Signature \_\_\_\_\_

Date \_\_\_\_\_