

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

For an Activity please return form to jennie.hale@admin.utah.edu in Financial Reporting & Accounting. For a Project please return form to sally.petersen@admin.utah.edu in Grants and Contracts Accounting

Request a New Petty Cash Fund (Fill out Section 1 & 2)
 Change Custodian (Fill out Section 1 & 4)

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

CURRENT CHARTFIELD

BU	ORGID	FUND	ACTIVITY	PROJECT	ACCOUNT
					10100

Account to be encumbered in the case of Projects:

CUSTODIAN INFORMATION

Name:
 EmplID: Phone #:
 E-mail:

DEPARTMENTAL INFORMATION

Department Name:
 Department Head:
 Activity/Project Responsible Person:

CUSTODIAN ACCEPTANCE

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.

Custodian Signature _____

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.

Department Head Signature _____

SECTION 2 REQUEST A NEW PETTY CASH FUND

Desired Total Amount of Fund \$

SECTION 3 CLOSE PETTY CASH FUND

Total Amount of Petty Cash 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 5 CHANGE AMOUNTS OF FUND OR CHARTFIELD

CHANGE FUND AMOUNT

FUND AMOUNT	
Current Amount \$	<input type="text"/>
Amount of Increase/(Decrease) \$	<input type="text"/>
New Total Amount \$	<input type="text"/>

CHARTFIELD CHANGES

NEW CHARTFIELD					
BU	ORGID	FUND	ACTIVITY	PROJECT	ACCOUNT
					10100

Account to be encumbered in the case of Projects:

SECTION 6 FINANCIAL REPORTING & ACCOUNTING OR GRANTS AND CONTRACTS OFFICE APPROVAL

Appropriate Office Manager Signature _____

Date _____