

PETTY CASH/CHANGE FUND REQUEST FORM

Please complete the following to request a new petty cash/change fund, to request an increase or decrease in the authorized amount or to change the custodian and/or fund sponsor of an existing petty cash/change fund, and to request to close an existing petty cash/change fund. **Section 1, 5 and 6 should be completed for all requests.**

REQUEST FOR:

Establish New Fund	Fund Increase to existing
Fund Decrease to existing	Change of Custodian and/or Fund Sponsor
Close Existing Fund	

SECTION 1: GENERAL INFORMATION - *To be completed for all requests*

CUSTODIAN:

NAME	EMPLID	DEPARTMENT/COLLEGE	CONTACT EMAIL
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FUND SPONSOR:

NAME	EMPLID	DEPARTMENT/COLLEGE	CONTACT EMAIL
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CHARTFIELD SPREAD:

FUND	ORG	FUNCTION	ENTITY	SOURCE	PROJECT	PURPOSE
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SECTION 2: ESTABLISH NEW PETTY CASH/CHANGE FUND - *To be completed only if requesting the set up of a new fund*

PURPOSE OF FUND:

In the lines above, please include the reason the fund is needed and a brief description of its intended use. For petty cash fund requests, please be sure to include examples of the types of purchases and vendors that are expected to be used by the fund.

LENGTH TYPE:

Permanent	Temporary	_____
		If Temporary, Expected Date of Return

REQUESTED AMOUNT: \$ _____

REASON FOR AMOUNT:

In the lines above, please include the reason and rationale used to determine the amount requested. The more specific information that can be provided to help support the requested amount the better.

ANTICIPATED FREQUENCY OF USE:

Weekly	Monthly	Seasonal	Other
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In the lines above, provide any additional explanation or information regarding expected frequency of use.

LOCATION OF FUND:

Please include the physical address and also the building and room location of where the cash will be held.

DEPARTMENTAL SAFEGUARDING CONTROLS:

In the lines above, please briefly describe the internal controls that will be in place to ensure the safeguarding of cash. Examples include: cash physically locked in a safe, only XX number of individuals will have access to the cash, any daily reconciliation procedures that are completed to ensure cash does not go missing etc.

SECTION 3: CHANGE AN EXISTING PETTY CASH/CHANGE FUND

To be completed when requesting an increase or decrease in the authorized amount and to change the custodian and/or fund sponsor

REQUEST TO:

Increase fund amount

\$

Additional Amount Requested

In the lines above, please provide justification and rationale used to determine the additional amount requested. If the reason is due to changes in your departmental needs, please provide examples.

Decrease fund amount

\$

Decrease Amount Requested

In the lines above, please provide justification and rationale used to determine the decrease amount requested. If the reason is due to changes in your departmental needs, please provide examples.

Cash Receipt #

Change Custodian

NAME OF NEW

EMPLID OF NEW

DEPARTMENT/COLLEGE

CONTACT EMAIL OF NEW

Change Fund Sponsor

NAME OF NEW

EMPLID OF NEW

DEPARTMENT/COLLEGE

CONTACT EMAIL OF NEW

SECTION 4: CLOSE AN EXISTING PETTY CASH/CHANGE FUND - To be completed when requesting to close an existing petty cash or change fund

CASH RECEIPT # IN PS:

AMOUNT DEPOSITED:

\$ _____

In the lines above, please provide a brief description of the reason for closing the fund.

SECTION 5: DEPARTMENT ADMINISTRATIVE APPROVAL - To be completed by department before submission.

By signing this request, I acknowledge that I have received and read the University of Oklahoma Petty Cash/Change Fund Policy and I agree to administer this fund in accordance with that policy. I understand that it is my responsibility to safeguard and maintain this fund and that if I do not follow the policy I will lose the ability to remain a custodian/fund sponsor and the fund is subject to being closed.

CUSTODIAN SIGNATURE

DATE

FUND SPONSOR SIGNATURE

DATE

SECTION 6: FINANCIAL SERVICES APPROVAL

Will be completed by FS after form is submitted. The signed/completed copy will be emailed to the custodian and fund sponsor to be kept on file with the department.

PETTY CASH/CHANGE FUND OFFICER SIGNATURE

DATE