

TO: Tia Richardson
University Controller's Office
347 BioEnterprise -- 7006

FROM: _____

PHONE #: _____ **FAX #:** _____ **E-MAIL:** _____

DATE: _____

RE: Petty Cash Request/Authorization

- Request a New Petty Cash Fund
- Change the Petty Cash Amount
- Close the Petty Cash Fund

Department Name: _____

Dept Speedtype: _____

Custodian Name: _____

Custodian Empl ID: _____

Custodian Phone #: _____

Custodian E-Mail: _____

Amount of Fund: \$ _____

Purpose of Fund: _____

Department Head Approval- Should not be same as custodian

For Accounting Use Only

SpeedType: _____ **Event:** _____

Approved By: _____

Date: _____