



Petty Cash Fund Request

Section 1: Department Information

Request Date: _____ Department: _____ ORG Code: _____
 Custodian Name: _____ Phone: _____ E-Mail: _____

Section 2: Request Details

Request Type: New Petty Cash Fund Increase Petty Cash Fund
 Petty Cash Fund Certification Decrease Petty Cash Fund

Current Petty Cash on Hand for Department Org Code	Amount of this Request (if returning funds, show as negative)	Total Petty Cash Fund
\$ _____	\$ _____	\$ _____
Request Purpose:		

Section 3: Custodian/Requestor

 Custodian Printed Name Signature Date

Section 4: Approval

 ORG Signature Authority Printed Name Signature Date

 University Cashier/Designee Printed Name Signature Date

Cash Fund Possession

**New funds, sign in the presence of Bursar's Staff at the time of funding. For Annual Certification, signature represents acknowledgment of possession.

 Received by Printed Name **Signature Rice ID Number

\$ _____
 Amount Date

Cash Fund Return Information

\$ _____
 Amount Received Date Received by Bursar's Office Bursar's Office Signature