

### PETTY CASH FUND MAINTENANCE

(For use with Policy and Procedure Manual Filing 10,752)

Agency Number \_\_\_\_\_

Please indicate:

Current authorized amount \_\_\_\_\_

Requested increase or decrease \_\_\_\_\_

New authorized amount \_\_\_\_\_

(maximum \$500.00)

Establish new fund

Change responsible employee(s)

Request to change amount

Cancel fund

Agency Name: \_\_\_\_\_

Petty Cash Fund No.: \_\_\_\_\_

If new fund, amount of fund requested: \_\_\_\_\_ (Maximum allowed is \$500.00) Funding Source \_\_\_\_\_

Fund BU

Funds to establish Petty Cash Fund should be from current year appropriations for operating expenses and should be object-coded 7240, "Advances for Petty Cash Funds."

Proposed Use of Fund:

Proposed Location of Petty Cash Fund: \_\_\_\_\_ (Street Address) \_\_\_\_\_ (City)

Security provided for fund (lock box, locked desk, safe, etc.): \_\_\_\_\_

Designated Responsible Employees:

Custodian: \_\_\_\_\_ (Name) \_\_\_\_\_ (Position)

Alternate Custodian: \_\_\_\_\_ (Name) \_\_\_\_\_ (Position)

Supervising Employee(s): \_\_\_\_\_ (Name) \_\_\_\_\_ (Position)

\_\_\_\_\_  
(Name) (Position)

Approved: \_\_\_\_\_  
Director of Accounts and Reports (Date)

I hereby certify that the above Petty Cash Fund will be used as provided by law and by regulations set out by the Director of Accounts and Reports.  
\_\_\_\_\_  
Agency Authorized Signature (Date)

### Cancellation

Please cancel Petty Cash Fund No. \_\_\_\_\_ Funds deposited on receipt voucher # \_\_\_\_\_

SOKI<sup>3+</sup> interfund voucher # \_\_\_\_\_

\_\_\_\_\_  
Agency Authorized Signature (Date)