

PETTY CASH FUND MAINTENANCE

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

Agency Number _____

Please indicate:

- Establish new fund
- Change responsible employee(s)
- Request to change amount
- Cancel fund

Current authorized amount \$ _____
Requested increase or decrease \$ _____
New authorized amount \$ _____
(maximum \$5,000.00)

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 # _____
SOKI³⁺ interfund voucher # _____

Agency Authorized Signature (Date)