



Petty Cash Fund Request

Section 1: Department Information

Request Date: _____ Department: _____ ORG Code: _____

Custodian Name: _____ Phone: _____ E-Mail: _____

Section 2: Request Details

Request Type

- Petty Cash New Fund Request – for providing change for on-going, daily operations
- Petty Cash Annual Certification – submitted with Petty Cash reconciliation annually

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 Cashier's Staff at the time of funding. For Annual Certification, signature represents acknowledgement of possession.

Received by Printed Name **Signature Rice ID Number

\$ _____
Amount Date

Cash Fund Return Information

\$ _____
Amount Received Date Received by Cashier Cashier Office Signature