

Petty Cash / Change Fund Request Form

Funds Requested (circle one): Petty Cash / Change fund

Date of Request:

Department Name:

Fund / Dept / Prog #:

Amount Requested:

Person Receiving Fund (Custodian):

Place Cash will be stored:

Justification of need:

Signature of Custodian: _____

Signature of Dean/Director: _____

Signature of Controller: _____

Return Of Funds

Date of return: _____

Signature of Person returning funds: _____
(s/b Custodian)

Signature of Controller: _____

