



Form EXP2000PA
For Bursar Use Only

Petty Cash Fund Start Up Form

(Last Revised Dec. 2009)

Use this form when requesting to establish a petty cash fund for your school, department, or unit.

1. Submit completed form to the office of Administration and Finance Fiscal Officer.
2. Submit completed form to General & Restricted Accounting at 105 East 17th Street, 4th Floor
3. To obtain the cash amount for the fund, the person designated as Petty Cash Fund Custodian should take the form bearing Controller's approval to the Office of the Bursar at 25 West 4th Street.

For guidance on the establishment, use and maintenance of petty cash funds, refer to the Petty Cash Funds Policy of the University.

PETTY CASH FUND NUMBER <i>(For General and Restricted Accounting Use)</i>

SCHOOL/DEPARTMENT/UNIT	ACCOUNT NUMBER	AMOUNT

PURPOSE OF THE FUND <i>(Describe the nature of expenses that will be paid using the fund)</i>

ESTIMATED TWO-WEEK USE OF FUND	IF APPLICABLE, FUND END DATE AND PROJECT NUMBER

JUSTIFICATION FOR ESTABLISHING THE FUND <i>(Explain why central working fund cannot be utilized for petty cash requirements)</i>

MEASURES TAKEN TO SAFEGUARD THE FUND

SIGNATURE OF CUSTODIAN	EMAIL ADDRESS OF CUSTODIAN	TEL. NUMBER	DATE
NAME OF APPROVER	SIGNATURE OF APPROVER	TEL. NUMBER	DATE
CUSTODIAN AUTHORIZING ANOTHER PERSON TO PICK UP PETTY CASH (CUSTODIAN'S SIGNATURE)	NAME OF PERSON TO PICK UP PETTY CASH	SIGNATURE OF PERSON TO PICK UP PETTY CASH <i>(To be signed in the presence of the teller or department petty cash fund custodian at time of pick-up.)</i>	
SIGNATURE OF ASSISTANT VICE PRESIDENT FINANCE & BUDGET/CONTROLLER (TO OPEN OR CLOSE PETTY CASH FUND)			DATE