

Date: _____

Amount Requested _____

Type of Fund Requested: Petty Cash Change Fund

Purpose of Fund:

Type of Action Requested:

- Establishment of a New Fund
 - Funds needed indefinitely
 - Funds needed for the specific period of time ending: _____
- Alteration to a Fund
 - Increase to an existing fund
 - Decrease to an existing Fund
 - Closure of Fund
- Change of Custodian

Effective Date _____

Printed Name of New Custodian _____

Signature of New Custodian _____

Signature of Old Custodian _____

Custodian: _____

Department: _____

Location of Funds (Building, Room#): _____

Method of Safeguarding the funds: Safe Locked File Cabinet Locked Cash Box
 Other (please explain _____)

Requested By:

Custodian Signature

Date

Approved By:

Dean/Department Head Signature

Date

For Business Office Use Only

Approved By: _____

Date