

## REQUEST FOR PETTY CASH/CHANGE FUND FORM

BFG: MANAGING A PETTY CASH FUND

PURPOSE OF USING FORM					
					Ocal Davidson
DATE REQUESTED		- □ Change Fund	□ Petty	☐ Petty Cash Purchases	
REQUEST FOR INCREASE ☐ YES		☐ Temporary	□ Perma	☐ Permanent	
If Petty Cash Fund, does your department have a Purchasing Card?			□Yes	□No	
BUSINESS UNIT INFORMATION					
DOUNTED ONLY IN CHINATION					
DEDARTMENT		LOCATIO	ON		
DEPARTMENT		LOCATIO	JN		
CASH CUSTODIAN (please print)					DATE
POSITION EMAIL (@n			@memphis.edu)		PHONE
DEPARTMENT HEAD (please print,	·)				DATE
POSITION			@memphis.edu)		PHONE
TYPE OF SECURITY (SAFE KEEPING) TO BE PROVIDED FOR FUND					
FUND INFORMATION					
If Change Fund, actimate the amount of change required during the month					
If Petty Cash Purchases, estimate the monthly purchases through the Fund					\$
Amount of Fund Requested					
Funds to be used for					\$
DEPARTMENTAL SIGNATURES					
We hereby certify that we have thoroughly reviewed and are familiar with University Cash Handling Procedures and will administer these funds as specified in these Procedures.					
DEPARTMENT HEAD					DATE
CASH CUSTODIAN					DATE
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FOAPAL	BUSINESS SERVICES USE ON	LY			
FOAPAL					
FUND	ORGN	ACCT	PROG	ACTV	LOCN
ACCOUNT NAME					
\$			\$		
	Total Amount Approved for Fund			Amount to Disburse	
Approved by USBS (The following approval is only needed for USBS petty cash request)					DATE
(The following approval to only models for cope party dual required					
					DATE
Approved by Chief Financial Officer					DATE