



# Petty Cash Fund Request

Custodian of Fund: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department Name: \_\_\_\_\_ Div/Dept. #: \_\_\_\_\_

Location of Petty Cash Funds: \_\_\_\_\_ Building and Room #: \_\_\_\_\_

Safe or Locked File Cabinet: \_\_\_\_\_

Transactions will be charged to: \_\_\_\_\_

New Petty Cash Fund Amount Requested: \$ \_\_\_\_\_ -

Petty Cash Fund Increase Original Amount: \$ \_\_\_\_\_ - New Amount: \$ \_\_\_\_\_ -

Petty Cash Fund Decrease Original Amount: \$ \_\_\_\_\_ - New Amount: \$ \_\_\_\_\_ -

Please Terminate Petty Cash Fund (attach original deposit receipt)

Change of Custodian: Current: \_\_\_\_\_ (please print) New: \_\_\_\_\_ (please print)

**Business purpose of fund or reason for increase/(decrease):**

Requestor (print) Requestor Title Phone Requestor Signature Date

Approver (print) Chair or Administrator Phone Approver Signature Date

Reviewed By (Finance Office): \_\_\_\_\_ PC Fund Acct. # (for Finance use only): \_\_\_\_\_

**Please sign and mail to: Douglas Wylie, Controller, Box 278958**

If you have any questions regarding this form, please contact Jim Dobbertin, Deputy Controller, 585.275.3476  
Petty Cash Policy on the Finance web site: <http://www.rochester.edu/adminifinance/finance/pettycash.htm>