

Request for Petty Cash Fund

Copy this form as needed. Complete form for desired amount (not to exceed \$200), and send to Accounting & Financial Services.

Department name: _____

Location of petty cash fund: _____

Account #: _____

Amount of petty cash fund request: \$ _____

Name of petty cash fund custodian: _____

Items to be purchased with fund:

Justification for request:

I certify that I have given a copy of UCD Policy & Procedure Manual Section 330-45 to the proposed petty cash fund custodian and that I have discussed with the custodian the purpose of the petty cash fund and the procedures to be followed.

Prepared by _____ Telephone _____

Department head _____ Date _____