



# Request for Petty Cash Fund

- Request for **Permanent** Petty Cash Fund (\_\_\_\_-000001-11\_\_-N)
- Request for **Additional** Petty Cash Funds (\_\_\_\_-000001-11\_\_-N)
- Request for **Custodian Change** (*only check if there is a custodian change*)

Request Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ PO # \_\_\_\_\_

Contact: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Petty Cash Amount Requested: \$ \_\_\_\_\_ Additional Cash Requested \$ \_\_\_\_\_

How many cash boxes needed? \_\_\_\_\_

### Justification of Need for Fund:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Requested by: Custodian and Supervisor:

Custodian Name (please print): \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

Supervisor/Dept. Head Name (please print): \_\_\_\_\_

Supervisor/Dept. Head Signature: \_\_\_\_\_

Submit completed form to:

**Senior Operations Accountant**  
Morrow Hall Room M-106  
(541) 278-5746

For Business Office use only:

**Business Office Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Petty Cash Funds Returned \$** \_\_\_\_\_ **Date** \_\_\_\_\_