

Petty Cash Account Closure Form

To Close A Petty Cash Account:

1. Replenish your petty cash account funds by using the University's ePayment System.
2. After you receive your reimbursement check, fill out a **Report of Money Received** form (Form 133) and deposit the monies into your **Petty Cash account** at the Maroon Financial Credit Union on 55th and Ellis.
3. After the deposit, send via email a copy of this form (**Close of Petty Cash Account Form**), the **Credit Union's receipt**, and the **Report of Money Received Form** to Financial Services cash-management@uchicago.edu.

Requested By: _____

Requested Date: _____

I am closing the following Petty Cash Account:

0- _____ 10-digit Account #	_____ Date	_____ Amount
_____ Custodian Name (Printed)	_____ Custodian Signature	_____ Campus Tel #
_____ Supervisor Name (Printed)	_____ Supervisor Signature	_____ Campus Tel #

Please return completed form to cash-management@uchicago.edu.