

### Petty Cash Request Form

Accountability for a petty cash fund should be assigned to one employee, designated as the fund custodian. The fund custodian is responsible for maintaining the fund in a safe manner, distributing cash to others upon request, obtaining supporting documents for disbursements made, and maintaining petty cash receipts in numerical order. The fund custodian will be reimbursed via the ePayment system for amounts paid out of the petty cash fund. A check payable to the custodian is issued to bring the fund back to its original amount.

#### FUND INFORMATION

Requested By \_\_\_\_\_ Request Date \_\_\_\_\_

Exec/Department # \_\_\_\_\_ Department Name \_\_\_\_\_

Department Address \_\_\_\_\_

Purpose of Request \_\_\_\_\_

Safeguards against theft (locks, cash box, etc.) \_\_\_\_\_

Requested Amount \_\_\_\_\_ FAS Guarantee Account\* \_\_\_\_\_

FAS Grant Account\*\* \_\_\_\_\_ Grant/Award End Date\*\* \_\_\_\_\_

IRB Protocol #\*\* \_\_\_\_\_ Study Participant Amount\*\* \_\_\_\_\_

Please provide the following for future petty cash reimbursements:

Pick-up Telephone # \_\_\_\_\_ Physical Address \_\_\_\_\_

\*Guarantee account listed should be an unrestricted FAS account    \*\*Applicable for human subject fee petty cash requests

#### CUSTODIAN CERTIFICATION

Please view the policies and procedures specified in the Petty Cash guidelines located on the Financial Services, Accounting Services web site: <http://finserv.uchicago.edu/accounting/general/cash.shtml>

By signing below, you have accepted all responsibilities of becoming the Custodian of the fore mentioned petty cash fund.

Custodian Name (Printed)                      Custodian Signature                      Date                      Campus Tel #

Department Finance Name (Printed)    Department Finance Signature    Date

Division Finance Name (Printed)              Division Finance Signature              Date