



Petty Cash Fund Authorization Form

REQUEST FOR PETTY CASH FUND

State need and purpose for fund: _____

Where will fund be located (building, room #) _____

Requested Amount for Fund \$ _____ Organization Number _____

Name of Custodian _____ Org. Number Title _____

Custodian Signature _____ Financial Manager Signature _____

Custodian NMU IN _____

Authorization of Petty Cash Fund (Controller Office Use Only)

Amount of Fund \$ _____ Date Issued _____

Authorized by _____ Date _____

INSTRUCTIONS FOR COMPLETING PETTY CASH AUTHORIZATION FORM

1. All local expenditures under \$15 may be paid from Petty Cash, except purchases made by the department from the same vendor on a daily basis. Emergency purchases of up to \$50 can be made from Petty Cash. Justification for any emergency purchase must accompany the reimbursement request.
2. No multiple purchases, i.e., purchases of the same item within a short interval, the total of which exceeds the \$15 limitation, are allowed.
3. Funds are to be used only to purchase miscellaneous supplies. Payments to individuals for services are not allowed.
4. The tax exemption number is A-154961.
5. No co-mingling of persona funds with Petty Cash funds, and no cashing of personal checks is allowed. The fund cannot be deposited into a checking/savings account.
6. When it is necessary to reimburse the fund, prepare Petty Cash Reimbursement Voucher approved by account director. Forward the original to the Controller Office and retain a copy for your departmental records. Receipts must be submitted (attached to reimbursement voucher) for all items listed.
7. Return fund to Financial Services when need for fund ceases for the period of one month or more.
8. The fund is to be maintained at its authorized amount at all times, in cash or receipts.
9. Funds may be recalled periodically for audit purposes by the Controller Office or the Internal Audit Office.
10. If there is a change in the custodian of the fund, notify the Controller Office.
11. If there is a theft, notify Public Safety and Police Services and the Controller Office.