

REQUEST FOR PETTY CASH FUND	
State need and purpose for fund:	
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.