

# PETTY CASH FUND/CHANGE FUND AUTHORIZATION FORM

Date 4/9/2013

Fund Custodian \_\_\_\_\_

Phone # \_\_\_\_\_

Department \_\_\_\_\_

M/S \_\_\_\_\_

Fund Amount (\$200 maximum) \$ \_\_\_\_\_

Fund Justification \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Complete the section for the type of fund being requested*

## PETTY CASH - SIGNATURE AUTHORIZATION

I have read and agree to the petty cash procedures/regulations and understand I am responsible for the fund as the petty cash custodian for the above named department.

\_\_\_\_\_  
*Custodian Name - Printed*

\_\_\_\_\_  
*Custodian Signature*

This delegates authority to the above named custodian to authorize petty cash fund expenditures on behalf of our department for the accounts listed below.

\_\_\_\_\_  
*Authorized Name - Printed*

\_\_\_\_\_  
*Authorized Signature*

PEOPLESFT CHARTFIELDS					
Account	Fund	Dept. ID	Program	Class	Project
660817					

## CHANGE FUND - SIGNATURE AUTHORIZATION

\_\_\_\_\_  
*Custodian Name - Printed*

\_\_\_\_\_  
*Custodian Signature*

\_\_\_\_\_  
*Authorized Name - Printed*

\_\_\_\_\_  
*Authorized Signature*

### For Accounting Use Only

Director of Accounting Services \_\_\_\_\_ Approval Date \_\_\_\_\_

Check No. \_\_\_\_\_ Date Fund Established \_\_\_\_\_ Date Fund Cleared \_\_\_\_\_

**Return Request to:** Accounting Services; M/S JA58