



**Request for Petty Cash Fund**

- 1 Department Head submits request via email to Bursar's Office - Patsy Lai
- 2 Once approved, complete form and obtain department head approval
- 3 Submit form to cashier window with picture id to obtain Petty Cash Fund.
- 4 Petty Cash Fund must be returned to the Bursar's Office promptly when event or purpose has ended.

**Requested by** *(please print)* \_\_\_\_\_ **Amount Requested** \_\_\_\_\_

**Date Requested** \_\_\_\_\_ **Extension** \_\_\_\_\_

**Department Name** \_\_\_\_\_

Purpose
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black;"/>

**Safe keeping details of the Fund -**

**Locked Cash box**

**Safe**

**Camera**

**Department Head Approval** *(print & sign)* \_\_\_\_\_

**Bursar's Office Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

Agreement
<p><i>Petty Cash Fund must be kept in a secured location and can only be used for the purpose requested Fund must be made available for random verification audits by the Bursar's Office Employee is liable for any advanced funds that are lost or stolen.</i></p> <p><i>4.9.7 Employee and Institution Accountability of Funds Advanced Each employee receiving cash fund shall sign and date the authorization form acknowledging receipt of funds. All employees are fully responsible for funds advanced to them and shall account for the funds in accordance with BOR regulations.</i></p> <p><i>Policy link - I have read this document and agree to the terms and conditions. I acknowledge receipt of these funds.</i></p> <p><b>Signature</b> _____ <b>Date</b> _____</p>