



EASTERN OREGON UNIVERSITY REQUEST FOR PETTY CASH/MAINTENANCE

(Send original form to Accounts Payable, and retain copy with Petty Cash Fund)

I am using this form to:

Document #: _____

_____ Establish a petty cash fund for official University business

(A/P office use only)

_____ Change custodial responsibility between employees

_____ Renew Petty Cash Fund

Must be returned or renewed at the end of each fiscal year.

Fund Amount: _____ **Date:** _____

Fund Custodian: _____

Name

Title

New Custodian: _____

(if changing)

Name

Title

On _____, I was advanced \$ _____ for the use as a petty cash fund for official University business. As custodian I understand that I am responsible for assuring funds are adequately secured. The Petty Cash Administrator must approve the location and method used to secure the monies. If approved, and all procedures are followed, I understand that I will not be held personally responsible for replacing missing funds. If, however, the approved procedures are not followed, I will be held personally responsible for any missing funds. I will report immediately to Accounts Payable any theft, loss or mysterious disappearance of petty cash funds.

Custodian Signature

Date

Department Name	
How the Funds Will be Secured	
How the Funds Will be Used	
Length of Time Advance is Required	
Index to be used for Reimbursements	

As department head, I understand that I may delegate Custodial responsibilities. However, I understand that I will remain primarily responsible for the cash advance.

Fund activity will be reviewed regularly. If there has been little or no fund activity, the fund will either be reduced or returned.

Department Head	Signature	Date
Petty Cash Administrator	Signature	Date
Business Operations Manager	Signature	Date