

Petty Cash Request Form

Accountability for a petty cash fund should be assigned to one employee, designated as the fund custodian. The fund custodian is responsible for maintaining the fund in a safe manner, distributing cash to others upon request, obtaining supporting documents for disbursements made, and maintaining petty cash receipts in numerical order. The fund custodian will be reimbursed via the ePayment system for amounts paid out of the petty cash fund. A check payable to the custodian is issued to bring the fund back to its original amount.

FUND INFORMATION

Requested By _____	Request Date _____
Exec/Department # _____	Department Name _____
Department Address _____	
Purpose of Request _____	
Safeguards against theft (locks, cash box, etc.) _____	
Requested Amount _____	FAS Guarantee Account* _____
FAS Grant Account** _____	Grant/Award End Date** _____
IRB Protocol #** _____	Study Participant Amount** _____
Please provide the following for future petty cash reimbursements:	
Pick-up Telephone # _____	Physical Address _____

*Guarantee account listed should be an unrestricted FAS account

**Applicable for human subject fee petty cash requests

CUSTODIAN CERTIFICATION

Please view the policies and procedures specified in the Petty Cash guidelines located on the Financial Services, Accounting Services web site: <http://finserv.uchicago.edu/accounting/general/cash.shtml>

By signing below, you have accepted all responsibilities of becoming the Custodian of the fore mentioned petty cash fund.

Custodian Name (Printed) _____	Custodian Signature _____	Date _____	Campus Tel # _____
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Department Finance Name (Printed) _____	Department Finance Signature _____	Date _____
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Division Finance Name (Printed) _____	Division Finance Signature _____	Date _____
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