

Petty Cash Banner ID #: _____

Custodian Name: _____ Phone #: _____ Date: _____

Department: _____ Business Center: _____

- Type of request: Increase Fund Balance
 Decrease Fund Balance
 Close Petty Cash Fund

Current Imprest Balance: \$ _____
 Desired Fund Balance: \$ _____

Reason:

A Petty Cash fund is an "imprest" fund. An imprest fund is a cash fund of a fixed amount established through an advance of funds, to an authorized custodian to transact immediate cash payments of relatively small amounts for authorized purchases of supplies and non-personal services. The value of the fund remains constant; the sum total of cash-on-hand and receipts always equals the imprest amount.

Imprest Amount of Petty Cash Fund:			
Date	Paid To	Description	Amount
Total Receipts to be Reimbursed:			
Total Cash on Hand:			
Total Cash and Receipts			
Difference of Fund Amount and Receipts and Cash*			

* Total items to be reimbursed plus cash on hand should equal imprest amount of petty cash. Differences must be reconciled with the Cashier's Office Manager.

Requesting Department:

The above reconciliation is true and correct to the best of my knowledge. If an increase or decrease was requested, I agree to continue to abide by the Petty Cash Fund Policy, Fiscal Policy 1402-10. If a closure of the fund has been requested, I will return the full amount of the fund to the Cashier's Office with this form.

Custodian Signature: _____ Date: _____
 Department Authorization: _____ Date: _____
 Printed Name: _____ Title: _____

Business Affairs Use Only		
Request has been: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____	Amount Approved
Signature _____	Date _____	Check # _____
Printed Name _____	Title _____	Doc. # _____