

Department _____

Business Center _____

Assigned Custodian _____

Employee ID Number _____

Phone # _____

Business Purpose:

\$ _____
Amount Requested

I understand that:

1. 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.
2. The petty cash custodian is responsible for assuring funds are adequately secured and reconciled on a regular basis.
3. Petty cash is to be used to meet expenses requiring immediate cash payment. This advance will not be used for items that can be prepaid through a University account. In no case is the fund to be used for personal business.
4. Restricted Purchase Types:
 - Personal Purchases
 - Cash Advances
 - Inter-Departmental Expenses
 - Any Travel or Hosting Related Expense
 - o Transportation Fares - e.g. airfares, bus fares, train fares, ferry, etc.
 - o Lodging
 - o Misc. Lodging Charges - e.g. room service, movies, phone, laundry service, etc.
 - o Meals
 - o Food / Groceries
 - o Alcoholic Beverages
 - o Entertainment
 - Weapons / Ammunition
 - Specific 1099 Account Codes (Please see OSU Business Affairs website for more information.)

Department Authorization:

Signature _____

Date _____

Printed Name _____

Title _____

Send the completed form to the Cashier's Office | 100B Kerr Administration Building

Business Affairs Use Only

Request has been: Approved Denied

Amount Approved _____ Petty Cash Fund Banner # _____

Signature _____ Date _____ Check # _____

Printed Name _____ Title _____ Doc. # _____

Petty Cash Banner ID#: _____

Imprest Petty Cash Fund Amount: \$ _____

I understand that:

1. 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.
2. The petty cash custodian is responsible for assuring funds are adequately secured and reconciled on a regular basis.
3. Petty cash is to be used to meet expenses requiring immediate cash payment. This advance will not be used for items that can be prepaid through a University account. In no case is the fund to be used for personal business.
4. In the event of my termination of employment with Oregon State University, prompt return of any outstanding moneys will be made to this fund. I authorize the OSU Office of Business Affairs to endorse and sign on my behalf all checks and vouchers payable to me as custodian of this fund, to reimburse this petty cash fund.
5. The safekeeping of this fund is my responsibility, and I assume responsibility for any loss incurred.
6. I have read and understand the Petty Cash Fund Policy, Fiscal Policy 1402-10, and understand that by signing this form, I agree to become fully responsible for the cash and receipts of this petty cash fund; and to follow and adhere to the guidelines stated in said policies, and have completed the associated training.

Sign in the presence of the OSU Cashier Manager at the time of receipt of funds.

Custodian Signature

Date

Cashier Manager Signature

Date