PETTY CASH FUND REQUEST FORM

CUSTODIAN INFORMATION (REQUIRED WITH ALL REQUESTS)

Custodian:
Name ____________________________ UNCC ID# ____________________________ Department ____________________________ Phone ____________________________

SECTION 1: ESTABLISH A PETTY CASH FUND (ONCE COMPLETE, CONTINUE TO SECTION 3)

Purpose of Fund: ____________________________________________________________
Temporary? ☐ Or Permanent? ☐ If Temporary, Date of Return ____________________________

Requested Amount of Petty Cash Fund: $ ____________

Banner Fund #: - G11120

Reason for Requested Amount:

Anticipated Frequency of Use


Alternate Custodian (if requested)

Name ____________________________ UNCC ID# ____________________________ Phone ____________________________

Lockbox? ☐ Y ☐ N

(If No, provide proof of purchase before funds will be released)

Location of Fund

Building ____________________________ Room No. ____________________________

SECTION 2 (A or B): INCREASE, DECREASE, OR CLOSE AN EXISTING FUND (ONCE COMPLETE, CONTINUE TO SECTION 3)

A. Increase Fund Amount: Current Amount: $ ____________

Banner Fund #: G-11120

Additional Amount requested: $ ____________ Attach Justification

B: Decrease/Close Fund: *

Deposit Cash/Check to Fund # - G11120 Amount deposited with cashiers: $ ____________

*Contact Petty Cash Fund Officer to confirm Fund #. Use Deposit Form to deposit Cash/Check at Cashier’s. Attach original receipt. Return packet to Petty Cash Fund Officer.

SECTION 3: DEPARTMENT ADMINISTRATIVE APPROVAL (ONCE COMPLETE, SEND TO PETTY CASH FUND OFFICER)

Prepared by ____________________________ Date: ____________________________

Custodian Signature Phone ____________________________

Approved by ____________________________ Date: ____________________________

Supervisor Signature Phone ____________________________ Print Supervisor Name ____________________________

SECTION 4: OFFICE OF RESEARCH COMPLIANCE (ORC) & CONTROLLER’S OFFICE APPROVAL

Approved by ____________________________ Date: ____________________________

ORC Name & Signature (for human subject payments only) – I confirm that cash has been listed as a compensation method on the approved IRB proposal

Approved by ____________________________ Date: ____________________________

Petty Cash Fund Officer Signature

Email form to generalaccounting@uncc.edu Petty Cash Officer will contact Custodian when check is available for pick up

SECTION 5: FUND DISBURSEMENT

I, ____________________________ , as fund custodian, acknowledge receipt of petty cash funds in the amount of $ ________. I certify that I have read, understand, and will comply with UNC Charlotte’s current Petty Cash Procedures and University Policy 602.3. I certify that I have met with the Petty Cash Fund Officer to review the Petty Cash Change Fund policy and procedures.

Custodian Signature ____________________________ Date ____________________________

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