

**Fund Reduction Letter**

The change fund/petty cash fund in the authorized amount of \$\_\_\_\_\_ designated to \_\_\_\_\_ in custody of \_\_\_\_\_ (Department) \_\_\_\_\_ is being reduced to the revised authorized amount of \$\_\_\_\_\_ (Custodian). The fund is being reduced for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The difference between the original authorized fund balance and the revised authorized fund balance is \$\_\_\_\_\_. Please deposit this amount and credit the appropriate fund account.

\_\_\_\_\_  
Fund Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair, Dean, or Director

\_\_\_\_\_  
Date

Change Fund, Code 10400

Petty Cash Fund, Code 10401

**Please submit a copy of this form to Finance and Administration, Stop 8219**