

Change/Petty Cash Fund

The change fund/petty cash fund in the authorized amount of \$\_\_\_\_\_ designated for \_\_\_\_\_ and in the custody of \_\_\_\_\_ needs to be temporarily increased to the revised authorized amount of \$\_\_\_\_\_.

(Department)

(Custodian)

The fund needs to be temporarily increased for the following reasons:

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

The difference between the original authorized fund balance and the revised authorized fund balance is \$\_\_\_\_\_. Please arrange for this amount to be added to the fund on \_\_\_\_\_.

Temporary Increase

Date Returned: \_\_\_\_\_

Permanent Increase

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Verification of return of temporary funds to the Cashier's Office:

Manager \_\_\_\_\_ Date \_\_\_\_\_

Change Fund, Code 18015 10401

Petty Cash Fund, Code 18015 10400

**Submit this form to Finance and Administration, Stop 8219**

**FS-013**

Rev May 2010