

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 10401

Petty Cash Fund, Code 10400

Submit this form to Finance and Administration, Stop 8219

FS-013

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