

**Permanent Fund Increase Form**

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

(Department)

(Custodian)

The fund needs to be increased for the following reasons:

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

Please arrange for this amount to be added to the fund on \_\_\_\_\_.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Change Fund, Account Number 903-085-30, Object Code 9809

Petty Cash Fund, Account Number 903-086-30, Object Code 9810

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

**For Finance and Administration Only:**

\_\_\_\_\_  
Assistant Controller

\_\_\_\_\_  
Date