**PETTY CASH FUND REQUEST FORM**

**CUSTODIAN INFORMATION (REQUIRED WITH ALL REQUESTS)**

<table>
<thead>
<tr>
<th>Custodian:</th>
<th>UNCC ID#</th>
<th>Department</th>
<th>Phone</th>
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**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  
Note that amounts greater than $5,000 must be approved by the Controller and Vice Chancellor for Research & Economic Development, if for a research study.

Reason for Requested Amount:
Anticipated Frequency of Use  
Weekly? ☐  Monthly? ☐  Seasonal? ☐  Explanation:  

Alternate Custodian (if requested)  
<table>
<thead>
<tr>
<th>Name</th>
<th>Banner ID#</th>
<th>Phone</th>
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Have cash box w/lock?  
☐ Y  ☐ N  
Location of Fund  
Building Room No.  

A locking cash box must be on hand before funds will be released.

**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 #: G11120  
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  
Custodian Signature  
Phone  
Date: __ __

Approved by  
Supervisor Signature  
Print Supervisor Name  
Phone  
Date: __ __

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

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

Approved by  
Petty Cash Fund Officer Signature  
Date: __ __

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 petty cash policy and procedures.  
Custodian Signature  
Date