

PETTY CASH FUND REQUEST FORM

CUSTODIAN INFORMATION (REQUIRED WITH ALL REQUESTS)

Custodian: _____

Name UNCC ID# Department Phone

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) _____

Name Banner ID# Phone

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 _____ Date: ____ ____
Custodian Signature Phone

Approved by _____ Date: ____ ____
Supervisor Signature Phone Print Supervisor Name

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

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

Approved by _____ Date: _____
 Petty Cash Fund Officer Signature

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