



PETTY CASH/CHANGE FUND CUSTODIAN AUTHORIZATION FORM

Instructions: Check the appropriate box and fill in the requested information.

Initiating a Petty Cash Fund
This is to establish Petty Cash custodianship for the employee named below. The petty cash custodian will have the responsibility of reimbursing expenses in accordance with the Petty Cash Policy.
Employee Name \_\_\_\_\_ Employee Ext \_\_\_\_\_
Total Amount of Petty Cash Fund \$ \_\_\_\_\_ Fund \_\_\_\_\_

Initiating a Change Fund
This is to establish Petty Cash custodianship over a CHANGE fund for the employee named below.
Employee Name \_\_\_\_\_ Employee Ext \_\_\_\_\_
Total Amount of Petty Cash Fund \$ \_\_\_\_\_ Fund Type \_\_\_\_\_

Increase of Petty Cash/Change Fund Amount
This is to request an INCREASE in the Petty Cash/Change Fund under custodianship of the employee named below.
Employee Name \_\_\_\_\_
Amount of Existing Petty Cash Fund \$ \_\_\_\_\_ Increased Petty Cash Amount \$ \_\_\_\_\_
Reason for increase \_\_\_\_\_

Decrease of Petty Cash/Change Fund Amount
This is to request a DECREASE in the Petty Cash/Change Fund under custodianship of the employee named below.
Employee Name \_\_\_\_\_
Existing Amount of Petty Cash \$ \_\_\_\_\_ Decreased Petty Cash Amount \$ \_\_\_\_\_
Reason for decrease \_\_\_\_\_

Department Head Name/Title (Please Print)

Department Head Signature

Date