

SECTION 3: CHANGE AN EXISTING PETTY CASH/CHANGE FUND

To be completed when requesting an increase or decrease in the authorized amount and to change the custodian and/or fund sponsor

REQUEST TO: Increase fund amount

\$
Additional Amount Requested

In the lines above, please provide justification and rationale used to determine the additional amount requested. If the reason is due to changes in your departmental needs, please provide examples.

Decrease fund amount

\$
Decrease Amount Requested

In the lines above, please provide justification and rationale used to determine the decrease amount requested. If the reason is due to changes in your departmental needs, please provide examples.

Cash Receipt #

Change Custodian

NAME OF NEW	EMPLID OF NEW	DEPARTMENT/COLLEGE	CONTACT EMAIL OF NEW
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Change Fund Sponsor

NAME OF NEW	EMPLID OF NEW	DEPARTMENT/COLLEGE	CONTACT EMAIL OF NEW
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SECTION 4: CLOSE AN EXISTING PETTY CASH/CHANGE FUND - *To be completed when requesting to close an existing petty cash or change fund*

CASH RECEIPT # IN PS: _____

AMOUNT DEPOSITED: \$ _____

In the lines above, please provide a brief description of the reason for closing the fund.

SECTION 5: DEPARTMENT ADMINISTRATIVE APPROVAL - *To be completed by department before submission.*

By signing this request, I acknowledge that I have received and read the University of Oklahoma Petty Cash/Change Fund Policy and I agree to administer this fund in accordance with that policy. I understand that it is my responsibility to safeguard and maintain this fund and that if I do not follow the policy I will lose the ability to remain a custodian/fund sponsor and the fund is subject to being closed.

CUSTODIAN SIGNATURE DATE

FUND SPONSOR SIGNATURE DATE

SECTION 6: FINANCIAL SERVICES APPROVAL

Will be completed by FS after form is submitted. The signed/completed copy will be emailed to the custodian and fund sponsor to be kept on file with the department.

PETTY CASH/CHANGE FUND OFFICER SIGNATURE DATE