**PETTY CASH ACTION FORM**

This is a fillable form. Click on the View tab and select edit document.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date: |  | Amount: | $ | Fund Type: | Change Fund | Participant/Patient Study |

|  |  |  |  |
| --- | --- | --- | --- |
| Custodian Name: |  | Email: |  |
| Department Head: |  | Email: |  |
| Designated Approver( if applicable) |  | Email: |  |
| Study/Sponsor/Grant (if applicable): |  | Department: |  |
| Campus Mailing Address: |  | Telephone: |  |
| Location of Funds (Building, Room #): |  | | |

Type of Action Requested:

1.  Establishment of a New Fund (complete Attachment A)

Funds needed indefinitely

Funds needed for the specific period of time ending

2.  Alteration to a Fund

Increase to an existing fund (complete Attachment A)

Decrease to an existing fund (complete Attachment A)

Closure of fund (complete Attachment B)

3.  Change of custodian (complete Attachment B)

|  |  |  |  |
| --- | --- | --- | --- |
| Old Custodian: |  | Effective Date: |  |
| New Custodian: |  | Email: |  |

4: Change of fund location (complete Attachment A)

By signing below, I agree that I have read, understand and will comply with the [Petty Cash](https://policy.vcu.edu/universitywide-policies/policies/petty-cash-administration.html) policy. I agree that I will notify Treasury Reporting of any overage or shortage and of a change in custodian, department head, or designee. I understand that I am solely responsible for the safekeeping of the petty cash funds and for the reimbursement of the petty cash funds. I understand that I shall close the petty cash fund as soon as possible when it is no longer needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Custodian Signature: |  | Date: |  |
| Dean/Department Head Signature: |  | Date: |  |
| Designee Signature (if applicable): |  | Date: |  |

Email completed form to: [tresreport@vcu.edu](mailto:tresreport@vcu.edu)

For Use by Treasury Reporting Only

|  |  |  |  |
| --- | --- | --- | --- |
| Approved By: |  | Date: |  |

Senior Manager, Treasury Reporting