



VCU Treasury Services

PETTY CASH ACTION FORM

Date: 4/22/2021 Amount \$1000 Fund Type: Change Fund Participant/Patient Study

Custodian Name: Miriam Jacskon-Jones Email: mjjjon123xs@vcu.edu
 Department Head: Jackson Smith Example Email: jsjohnson223@vcu.edu
 Designated Approver(if applicable) _____ Email: _____
 Study/Sponsor/Grant (if applicable): Name of Study or IRB # Department: VCU Department Name
 Campus Mailing Address: Dept PO Box Num 8400xx Telephone: 804-828-1xxxx
 Location of Funds (Building, Room #): Grace House, 200 Franklin St, 2nd Floor Rm 213

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 9/30/2022

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](#) 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:	Use E Dou Signature	Date:	4/22/2021
Dean/Department Head Signature:		Date:	
Designee Signature (if applicable):		Date:	

Email completed form to: tresreport@vcu.edu

For Use by Treasury Reporting Only

Approved By:		Date:	
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Senior Manager, Treasury Reporting



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Attachment A

Request for New/Increase/Decrease Petty Cash or Change Fund

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

New/Original Fund Amount: \$ _____
 Increase: \$1000 _____
 Decrease: \$ _____
 New Fund Amount: \$3000 _____

Justification for the proposed use of a new/increased Petty Cash or Change Fund and estimated average and frequency of expenditures:

Nature of Expenditure	Average \$ Amount	Frequency
Example Increase of participants pymt at \$25 each	\$500	Weekly

If payments are being made to test subjects, please provide a copy of your procedures for documenting the receipt of payments, etc.:

Type in name if Study with IRB#. Incease of participants that are seen weekly. Will complete W9 form when issue cash or gift card after survey is complete.

Petty cash funds are highly susceptible to theft. These funds must be properly secured at all times. Cash boxes should be locked when not in use. Keys to cash boxes and file cabinets where cash is stored should be secured away from the locked devices (not in the same office) or carried with the custodian. Safe doors should be kept closed during working hours and locked at times when it is not necessary to be in and out of the safe.

Explain how the funds will be safeguarded:

Petty cash funds.receipts and checks will be locked up in cash box in a secure desk or cabinet in a locked office

If requesting a Change Fund, please include a copy of your procedures for management of the fund.

Custodian Name: Miriam Jacskon-Jones Date: 4/22/2021

Custodian Signature: Use E Dou Signature