

Effective Date: February 2016

THE UNIVERSITY OF TEXAS AT TYLER PETTY CASH FUND REQUEST/CHANGE FORM

This form is used to request the establishment or modification of a petty cash fund, and to accept custody of the fund. For more information, see The University of Texas at Tyler Petty Cash Policy in the Handbook of Operating Procedures.

ACTION(S) REQUESTED: Create New Fund Change Fund Amount
 Change Custodian Change Fund Location Close Fund

Custodian Name and Title (New)		Custodian Name and Title (Previous, if applicable)		
Department /Unit Name		Department/Unit Head		
Fund Location (Building, Room Number, and Storage Device)	Anticipated Fund Closure Date	PeopleSoft Cost Center	Fund Amount	

Type of expenditures to be paid from the Fund:

Justification – Explain why normal procurement methods (ProCard, PO, etc) are not feasible:

Planned Security and Process for Maintenance of the Fund (describe who will have access, etc.; for additional guidance, see Petty Cash Policy)

New Custodian Acceptance/Acknowledgement

- By accepting custody of a petty cash fund, I agree to be personally accountable to The University of Texas at Tyler for the appropriate care and disposition of the funds issued. I am familiar with the physical security arrangements for the care of the funds (described above) and hereby agree that the arrangements are adequate for me to accept the responsibility as custodian of the funds. I further agree that if these funds are lost or stolen due to my negligence, then the University may require reimbursement from me for that amount.
- I agree to return to the University the full amount of the petty cash fund when it is no longer needed to fulfill its original purpose.
- I understand that all expenditures of University funds must be for official University business only, must be reasonable for the specific account to which they are charged, and must contribute directly to the accomplishment of the University's mission.
- I understand that petty cash funds are to be available for unannounced audits by properly identified personnel from Student Business Services, Audit Services, and external auditors.
- Furthermore, I understand that petty cash funds may not be used for the prohibited items listed in the Petty Cash Policy.

Certification and Authorizing Signatures

I certify that the above information is correct and that this petty cash fund will be used in accordance with all fiscal rules governing its use. I have read and understand The University of Texas at Tyler Petty Cash Policy and I agree to abide by its procedures.

Custodian Signature (New) Date

Custodian Signature (Previous, if applicable) Date

Budget Authority Signature Date

Student Business Services Signature Date

Vice President for Business Affairs Signature Date

When required signatures have been obtained, please forward a copy of this form to Student Business Services.

For Student Business Services Use Only:

Change of Custodian Audit Performed__ Account Closed/ Documentation Attached __ Other _____

Authorized Signature/Date _____