

Petty Account Request Form

Please email completed form, with signatures, to treasury@virginia.edu

Select Fund Type

Petty Cash
 Petty Checking
 Change Fund

Today's Date:

Cost Center #:

Custodian Name:

Email ID:

Department:

Messenger Mail:

Phone Number:

Fund Name:

Requested Action:

New Fund
 Increase Fund
 Decrease Fund
 Change Custodian
 Closure of Fund

Fund Amount:

If Changing-New Fund Amount:

New Custodian Print Name

New Custodian Signature

Please explain the purpose of the fund and reason payment cannot be accomplished through other means.

All Petty and Change Funds shall be subject to periodic audit by the University's Internal Audit Department, Treasury Management and the University's external auditors. Both Department Head and the Petty Fund Custodian shall be jointly responsible for ensuring that the funds are properly safeguarded. Any shortage of the Petty Fund account will be the responsibility of the department who owns the Petty Fund to bring the account back to its authorized balance. The Petty Fund Custodian and Petty Fund Approver may be held personally responsible for any loss of petty cash as a result of their fraudulent or negligent actions.

Custodian Signature & Date:

Petty Fund Approver Signature & Date:

Departmental Approval for Petty Accounts

Print or Type Department Head - Name and Title:

Department Head Signature & Date

SIGNATURES INDICATE THE CUSTODIAN AND DEPARTMENT HEAD HAVE READ AND FULLY UNDERSTAND THE UNIVERSITY OF VIRGINIA POLICIES ASSOCIATED WITH PETTY AND CHANGE FUNDS (FIN-039 TO FIN-042).

Treasury Approval:

Approval Signature:

Date: