UNIVERSITY OF CHICAGO
FINANCIAL SERVICES

CLOSE OF PETTY CASH ACCOUNT FORM

SUBMIT TO: Accounting Services
6054 S. Drexel, Suite 300 or
Fax 2-7954

SUBMITTED BY: _____
Campus Department

_____
Faculty Exchange Address

To Close a Petty Cash Account:

1. Replenish your petty cash account fund by filling out forms 41R and 47R.

2. After you receive your reimbursement, fill out a **Report of Money Received** Form and deposit the petty cash money into your **Petty Cash Account** at the Bursar's Office. See deposit guidelines on back of Form 133.

I am closing the following Petty Cash Account:

0-_____-1150 _____ _____
Account Number Date Amount

_____ _____
Custodian Signature Campus Tel #

_____ _____
Supervisor Signature Campus Tel #